

TODAY'S DATE: _____ **FROM:** _____ **at** _____
 (name of person submitting form) (name of school)

USE OF SCHOOL FACILITIES

(To be completed by person requesting use of facilities AND responsible for payment [if required].)

FACILITY: _____
 Name of Organization: _____ Phone: (w) _____ (h) _____
 Address: _____ Billing Address: _____
 Activity Planned: _____ Date(s) Facility is Needed: _____
 Beginning Time: _____ Ending Time: _____

Special Instructions, Requests, Etc: (attach information)

IMPORTANT INFORMATION AND ACKNOWLEDGEMENTS:

I, the undersigned, acting as the representative of the (group or organization) agree that this group/organization will abide by all rules and regulations of the Tazewell County School Division and will assume full liability for any personal injury or damage to the facility resulting from the use of the school facility on the following approved date(s). **I understand that fees charged do not include security, protection against vandalism, or destruction of property.** The organization and/or as the responsible party using the school facility will be held accountable. **I have attached a copy of my current insurance coverage verifying a minimum of \$1,000,000.00 in liability coverage to this request.**

I have secured any state or local license(s) required to conduct the activity for which the facility is requested. I further agree that I will be responsible for checking fire exits to ensure they are open and clear of obstruction, making sure that aisles and doorways are not blocked by tables, chairs or other items. The number of occupants will not exceed the posted occupant capacity. No flammable decorative materials will be used for the activity. **An audible public announcement, pointing out the fire exits, will be made ten minutes prior to beginning the activity.**

CHARGES – USE OF FACILITY - No charge, except for custodial services, will be made for the use of school facilities by student organizations, recognized teacher or school personnel groups, parent-teacher associations, school-sponsored organizations, or other youth groups approved by the superintendent. A fee of \$15 per hour will be charged all other groups for use of a facility.

CHARGES-CUSTODIAL SERVICES - As a part of this agreement, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied. If the services of more than one employee are required, there will be an additional charge. Services will be computed at time and one-half of the regular rate of custodians.

PROCEDURE FOR PAYMENT - **Please do not pay the school or custodian.** You will be billed from Central Office.

 Signature of Responsible Party Date Submitted

To be completed by Principal:

Principal verified on school calendar _____
 Principal verified insurance coverage (attach coverage declarations page to this request) _____

_____ REJECTED _____ APPROVED _____
 PRINCIPAL DATE

For Central Office Use

_____ REJECTED _____ APPROVED _____
 IMMEDIATE SUPERVISOR (CENTRAL OFFICE) DATE
 _____ REJECTED _____ APPROVED _____
 SUPERINTENDENT / DESIGNEE DATE

Use of School: _____ Custodial Services: _____ Fee Charged: Y or N If yes, amount _____

Payment Amount Received (if applicable) _____ Date Payment Received (if applicable) _____