

CENTRAL FULTON SCHOOL DISTRICT

Request for Use of School Facilities

Person(s) Responsible: _____

Team / Class / Group: _____
(Circle One)

Facility Requested: _____ High School Gym _____ Elementary Gym
_____ High School Auditorium
_____ High School Large Group Instruction Room
_____ Elementary Large Group Instruction Room
_____ High School Cafeteria
_____ Elementary Cafeteria & All Purpose Room
_____ Elementary Locker Room – Boys / Girls / Both (Circle One)
_____ High School Locker Room – Boys / Girls / Both (Circle One)

Classroom(s): _____ Elementary – Room # _____
_____ High School – Room # _____

Date(s) Requested: _____ Time of Usage: _____ a.m./p.m. to _____ a.m./p.m.
What time do you need the doors unlocked? _____ a.m./p.m.
What time can we relock? _____ a.m./p.m.

Reason for Request: _____

I understand that I am responsible for appropriate behavior of those present at the scheduled event and for the conditions of the facility and equipment when the event is finished. I will immediately notify the school administration in the event that there is any damage to school property or injury to any person during the course of the scheduled event. On behalf of the team/class/group I do hereby release the school from any liability for injury to any person or damage to any property during the course of this event and do further agree to defend, indemnify and hold harmless the school from any and all liabilities, damages, claims, fees and costs arising from any such injury or damage. I do further understand that I can obtain insurance for the benefit of the team/class/group for this purpose.

Signature: _____ Phone: _____ Date Submitted: _____

AREA BELOW FOR SCHOOL RECORDS ONLY:

Usage Approved: _____ (Building Principal Signature) _____ (Date)

Schedule Approved: _____ (Director of Building & Grounds Signature) _____ (Date)

Fees for Use of Central Fulton School District Facilities

(Make checks payable to: Central Fulton School District)

*High School Gym	\$60.00/hour @	_____ hrs. = \$ _____
*Elementary Gym	\$60.00/hour @	_____ hrs. = \$ _____
*High School Auditorium	\$60.00/hour @	_____ hrs. = \$ _____

Large Group Instruction Room (MS/HS)	\$35.00/hour @	_____ hrs. = \$ _____
Large Group Instruction Room (Elementary)	\$35.00/hour @	_____ hrs. = \$ _____

Classroom (MS/HS)	\$20.00/hour @	_____ hrs. = \$ _____
Classroom (Elementary)	\$20.00/hour @	_____ hrs. = \$ _____

Cafeteria (MS/HS)	\$60.00/hour @	_____ hrs. = \$ _____
Cafeteria & Kitchen (MS/HS)	\$100.00/hour @	_____ hrs. = \$ _____
(Requires the presence of one District employed cook.)		
Cafeteria (Elementary)	\$60.00/hour @	_____ hrs. = \$ _____
Cafeteria & Kitchen (Elementary)	\$100.00/hour @	_____ hrs. = \$ _____
(Requires the presence of one District employed cook.)		

Cost of Lighting on Track and/or Baseball Field Complex:

Full Complex Lighting	\$30.00/hour @	_____ hrs. = \$ _____
Use of One Field	\$15.00/hour @	_____ hrs. = \$ _____
Track Lights Only	\$5.00/hour @	_____ hrs. = \$ _____

*Typically, use of the gymnasiums, auditorium, cafeteria and/or cafeteria/kitchen required additional overtime custodial help and the presence of fire police. This determination is made by the District.

Note: The District cannot provide any additional equipment or furniture beyond what is available at the facility site requested.

*High School Gymnasium	\$60.00/hour @	_____ hrs. = \$ _____
*Elementary Gymnasium	\$60.00/hour @	_____ hrs. = \$ _____
*High School Auditorium	\$60.00/hour @	_____ hrs. = \$ _____

AREA BELOW TO BE COMPLETED BY A DISTRICT REPRESENTATIVE:

YES NO

Additional or overtime custodial help	_____	_____	\$25.00/hour @	_____	hrs. = \$ _____
Fire Police	_____	_____	\$_____/per event		= \$ _____
Total Fee:					= \$ _____

Paid: ___ Yes ___ No Received by: _____ (Date)

(Director of Building & Grounds)