

# Whitfield County Schools

## Facilities Usage Request Form

Please check the appropriate usage type: For Profit usage: \_\_\_\_\_ Non Profit usage: \_\_\_\_\_  
Will attendees be charged for this activity/class? Yes \_\_\_\_\_ No \_\_\_\_\_

Person/Organization making request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX \_\_\_\_\_

Name of person/organization responsible: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Requested Facility: \_\_\_\_\_

Areas requesting to use: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time in building/on field (including any setup and take down) from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
**Organization will be billed for any hours used in excess of those noted above.**

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities or equipment of the Whitfield County Board of Education, does hereby agree to indemnify and hold harmless the Whitfield County School District, the Whitfield County Board of Education, and any of its agents or employees from any and all loss or damage that may arise during, or be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the Whitfield County School District for any damages done to the building or any other property or equipment owned by the Board of Education as well as any claim of damages made by anyone else arising out of the use of the facility.

I understand that I assume all responsibility for charges and potential costs as determined under Whitfield County Board of Education Policy KG.

**Signature of person making request:** \_\_\_\_\_ **Date** \_\_\_\_\_

Will an employee of Whitfield County Schools be responsible for building?

No \_\_\_\_ Yes \_\_\_\_ Name/position/location \_\_\_\_\_

**Facility Administrator/Principal Signature:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**Assistant Superintendent of Operations:**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Cost to Applicant \_\_\_\_\_

Payment is due prior to date of use. Make check payable to Whitfield County Schools for the rental fee.  
*Custodial fee is paid directly to the custodian.*

# PUBLIC USE OF SCHOOL FACILITIES FEES CHART

## CHARGES

Charges for the use of school facilities will be based on the cost of utilities, custodian and maintenance personnel, and other expenses as necessary. The cost of the custodial/cafeteria worker is dependent upon the highest wage plus overtime which is currently \$15.00 per hour. Costs will be reviewed annually and will be available in the business office.

There may be no charge for other governmental entities.

### PROPOSED COST OF FACILITY USE

<b>High Schools</b>	<u>Base Cost</u>	<u>Amount per Hour</u>
Commons areas	\$50	\$15
Gymnasium	\$100	\$25
Little Theater	\$50	\$15
Stadium/lighted Fields/Courts	\$200	\$55
Cafeteria	\$100	\$20
Cafeteria/Kitchen	\$100	\$40
Classrooms/3 hour minimum		
Non-profit	\$25	\$15
Profit	\$100	\$30

<b>Middle and Elementary Schools</b>	<u>Base Cost</u>	<u>Amount per Hour</u>
Auditorium	\$125	\$25
Cafeteria	\$100	\$25
Cafeteria/Kitchen	\$100	\$15
Gymnasium	\$100	\$20
Classrooms/3 hour minimum		
Non-profit	\$25	\$15
Profit	\$100	\$30

Note: Cost of custodians, police, etc. will be added to the base and per hour cost. In all cases 1 hour will be added to the requested time to allow for heating and cooling prior to use. Custodian and cafeteria worker cost will be \$15 per hour, paid directly to the custodian/cafeteria worker by the using activity of the facility for a minimum of 3 hours. A custodian must be present and paid for the entire event including 1 hour before the event begins. The same applies when a cafeteria worker is required any time the use of a cafeteria/kitchen is requested.