

APPLICATION FOR USE OF SCHOOL FACILITY

Coweta County Board of Education
237 Jackson Street
Newnan, GA 30263

Name of Organization/Group Requesting Use of Facility _____		Date _____
Address _____		Phone _____
City _____	State _____	Zip _____
<u>This is a Non-Profit Organization/Group:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will Admission Be Charged? Yes <input type="checkbox"/> No <input type="checkbox"/> Prices: Adult \$ _____ Child \$ _____		
Contact Person: _____		Phone: _____
School Requested: _____		
Date(s)/Time(s) Requested: _____		
Date Due for Review: (if request is for over 90 days) _____		
NOTE: All requests for recreational activities must be made through the Coweta County Recreation Department.		

Check area of facility, determine use rates, calculate amounts and enter total amount due:

AREA	NUMBER OF HOURS	RENTAL RATE	UTILITY RATE (PER HOUR)	AMOUNT
<input type="checkbox"/> Classroom / _____ # rooms		\$ 10 per hour / per room	\$4	
<input type="checkbox"/> Lunchroom		\$ 20 per hour	\$15	
<input type="checkbox"/> Kitchen		\$ 75 per hour	\$5	
<input type="checkbox"/> Multi Purpose Room		\$ 30 per hour	\$10	
<input type="checkbox"/> Gymnasium		\$ 40 per hour	\$20	
<input type="checkbox"/> Athletic Fields <input type="radio"/> Day <input type="radio"/> Night		\$ 10 per hour \$ 10 per hour	\$0 \$20	
<input type="checkbox"/> Stadium <input type="radio"/> Day <input type="radio"/> Night		\$200 (1-4 hrs/additional = \$50 per hr) \$200 (1-4 hrs/additional = \$50 per hr)	\$0 \$25	
<input type="checkbox"/> Auditorium - Newnan HS		\$400 (1-4 hrs/additional=\$100 per hr)	\$15	
<input type="checkbox"/> Custodial Services		\$ 21 per hour		
<input type="checkbox"/> Personnel Required		\$ _____ per hour		
<input type="checkbox"/> Other				
			TOTAL	

NOTE: Payment is expected five (5) business days in advance of usage. Additional custodial charges (above estimated amount) and any charges for damages to the facility will be billed after use and will be payable within thirty (30) days of invoice.

SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE

In consideration of being permitted to use facilities of the Coweta County Board of Education, I do hereby covenant and agree that the Coweta County Board of Education, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premises of the Coweta County Board of Education, or any part thereof, or by defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its agents, employees, nor shall the above enumerated entities be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents or other persons entering upon or using said premises or any part thereof, or to any property placed thereon.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the undersigned for the benefit of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the above enumerated entities and said premises harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the Coweta County Board of Education or in the use or occupancy of the premises or arising from any state or condition of said premises or any part thereof.

Signature _____

Date _____

CERTIFICATE OF APPLICANT

I, _____, certify that I am an officer in the above named organization and that I am authorized to execute this agreement. I further certify that I have read the Coweta County School System Procedure for Use of School Facilities, and that we hereby bind our organization to the conditions of the procedure. I also understand and agree that the Superintendent reserves the right to cancel this agreement upon our failure to comply with the procedures set forth.

Sworn to and subscribed before me.
This _____ day of _____, 20_____

BY _____
Signature

Title

THIS SECTION TO BE COMPLETED BY THE SCHOOL ADMINISTRATION

I, _____, Principal of _____ certify that I have reviewed this application. In my opinion, the application does does not* qualify for the use of this facility.

Signed _____ Date _____

*The use of this facility is disapproved because:

THIS SECTION TO BE COMPLETED BY CENTRAL OFFICE

SIGNED _____ DATE _____
 APPROVED DISAPPROVED

NOTES, COMMENTS OR SPECIAL INSTRUCTIONS: _____

COWETA COUNTY SCHOOL SYSTEM Procedure for Use of School Facilities

The Coweta County School System recognizes that school facilities are substantial investments and should serve many community needs. These facilities shall be available for community use under conditions prescribed by law and in accordance with the following procedure:

1. School programs, school sponsored activities, and school related activities shall have priority for the use of school facilities without charge.
2. Organizations making application for use of school facilities must be domiciled within Coweta County.
3. Use of school facilities by a non-school related organization or individual will be on a temporary basis for non-profit events. Under normal circumstances "temporary" will be considered a maximum of 90 days. Extensions beyond the 90 day period may be granted by the Director of Operations based upon his review and approval of the extension request. Permanent scheduled use by non-school organizations is prohibited.
4. An employee of the Coweta County School System must be present to unlock the building and supervise the use of the building facilities. Group activities on the grounds will be permitted upon request with the approval of the principal, provided supervisory personnel for the particular group shall assume complete responsibility for the liability for personal injury and/or damage to the buildings and or premises.
5. Non-school related organizations using school facilities will be required to pay fees for the facility rental, the cost of utilities and custodial services. Such fees will be computed at prevailing rates and prorated for the period of time the facility is used.
6. School equipment shall be operated by an employee of the Coweta County School System as authorized by the principal.
7. The sponsoring agency of any activity shall be responsible for securing adequate police protection if this service is required by the activity planned.
8. All activities shall be in compliance with local, state, and federal laws and shall be in keeping with the school board policies. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, group, or organization nor the purpose they represent.
9. All applicants for use of school facilities shall hold the Board free and without harm from any loss or damage liability or expenses that may arise during or be caused in any way by such use or occupancy of system facilities.
10. All applicants must recognize and consider the risk they are assuming under the save harmless agreement and covenant not to sue which they must accept and agree to the terms thereof prior to any approval for use of school grounds and/or facilities.
11. Organizations must, unless facilities prohibit, request the use of the school facility nearest the organization's base of operation (Example: An organization in a given community should request the school located in that community).
12. A written request for permission to use a facility shall be filed by an officer of the sponsoring organization/group with the local school principal. Such request must be made on the school system's Application for Use of School Facility. The school principal will determine if the applicant fulfills the requirements of this procedure. The application, with the principal's recommendation, will be forwarded to the Director of Operations for review and approval.
13. Groups or agencies not covered by this procedure may request permission for use of a school facility on a short-term emergency basis. Such request must be made on the school system's Application for Use of School Facility and submitted directly to the Superintendent of Schools.
14. Any applicant wishing to appeal the decision of a Principal or the Director of Operations may appeal directly to the Coweta County Superintendent of Schools.
15. The Superintendent reserves the right to cancel any permission granted.

16. Groups receiving approval for use of a school facility are restricted to the dates, times and facility area specified in the application.
17. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
18. The use of tobacco products, alcoholic beverages, profane language, or gambling in any form is not permitted on school campuses or in school buildings.
19. In situations where there is no cost factor to the system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is approved, the rental rate may be set at a contract price.
20. Requests for use of the Centre for Performing and Visual Arts of Coweta County shall be filed directly to the office at the Centre. Such requests must be made on the Application for Use of Facility form designed specifically for the Centre.