

**EXHIBIT
USE OF SCHOOL FACILITIES**

**Descriptive Code: KG-E(1)
Date: November 14, 2013**

FACILITIES USE REQUEST FORM - CLARKE COUNTY SCHOOL DISTRICT

To be completed by the president or designated spokesperson of the organization requesting use of school facilities.

Name of Organization: _____

Event Title: _____

Event Description (be specific):

Name, address and phone numbers of contact person:

Name of facility to be rented: _____

Specific area(s) of the facility to be used:

Date(s) to be used (if multiple days – please list all and be specific):

Start time: _____ End time: _____

If applicable:

___ Non-Sponsored Student Club

___ Other: _____

The Organization\Person (“User”) agrees to use the facilities of the Clarke County School District (“School District”) subject to the following terms and conditions, and those contained in Clarke County School District Policy KG and Regulation KG-R(1):

1. Supervision of those individuals attending User’s event will be provided at all times. User will take all necessary steps to insure that inappropriate behavior, including behavior which may cause injury or damage to property, does not occur.
2. A schedule of events will be provided to the school principal or other designated school official.
3. Use of concession stands and related equipment or facilities must be approved in writing by the school principal or designated school official.
4. Use of decorations or equipment in connection with the event must be approved in writing by the school principal or other designated school official.
5. No alcohol or illegal drugs may be possessed or consumed on School District property. No one may be on School District property who is under the influence of alcohol or illegal drugs. User agrees to bar and/or remove from School District property any person who appears to be impaired from use of alcohol or drugs.
6. Neither smoking nor other use of tobacco products will be permitted on School District property. User will bar and/or remove from School District property any person who is using tobacco products.
7. If the School District requires that security be provided for the event, User will be responsible for obtaining and scheduling a P.O.S.T. certified police officer and paying the cost directly to the officer the day of the event.
8. After the event, User will be responsible for cleaning the facility. User will place furniture back in its original location following the event. If cleaning must be performed by the School District’s custodial staff, User will be responsible for the cost.
9. User agrees to indemnify, defend, save and hold harmless the School District, and its employees, and Members of the Clarke County Board of Education from liability for all claims of damages arising out of (a) the use of occupancy of School District property by User or those individuals attending the event, and/or (b) the acts or omissions of individuals who attend the event.
10. User is required to have liability insurance with limits of \$1,000,000.00. User must provide the School District with a certificate of insurance reflecting such limits prior to the event. A Certificate of Insurance naming Clarke County School District as an additional insured must be submitted to the District Services office at least two days prior to the event.
11. The Clarke County School District reserves the right to revoke an approved Facility Use Request Form at any time.
12. All agreements for use of school district facilities shall be governed by Georgia Code Section 51-1-53.

___ Certificate of Insurance provided

BUILDING AND SPACE(S) LISTED ABOVE IS/ARE AVAILABLE ON THE DATE(S) REQUESTED:

Facility Principal: _____ Date: _____

TO BE COMPLETED BY DISTRICT SERVICES:

Rental Fee: _____

Utility & Maintenance Fee: _____

Custodial Fee: _____

Equipment Fee: _____

Kitchen Fee: _____

(If kitchen is used a school nutrition employee must be present and the costs are included above).

TOTAL DUE TO CCSD

FOR FACILITY USE: _____ **DUE DATE:** _____

Security required for this event: _____ YES _____ NO

If security is required for this event, the non-school group is responsible for obtaining and hiring a P.O.S.T. certified police officer to be present during the event. The group will pay the officer directly for services the day of the event.

I have read and understand the security requirement above for my event.

User: _____ Date: _____

Comments / Special arrangements:

Requested and Assured by User: _____ Date: _____

Approval by District Services: _____ Date: _____

Approval by Superintendent: _____ Date: _____