PUTNAM COUNTY CHARTER SCHOOL SYSTEM FACILITIES USE

FEE SCHEDULE (per day) - Select all that apply

Request by initialing in the box

Classroom	$150.00	Rm #	
Commons Area includes 1 table & 2 chairs Media Center (No tables moved)	$300.00 + $200 if more tables & chairs needed	# Chairs_____ # Tables_____	
Gym only Set up of chairs & Tables	$500.00 + $200.00	# Chairs_____ _____	
Concessions & Kitchen No entering without Approved staff	$300.00		
Cafeteria (w/ student tables) Folding tables & chairs	$300.00 + $200.00	#Chairs_____ # Tables_____	
Stadium daylight till dusk With lights dusk till 10pm	$700.00 $1000.00	Time: _____ Time: _____	
Theater	$350.00		
Rehearsal fees	$100.00 per day up to 4 hours each additional hour $25.00 per hour	Time: _____ # Days: _____	
<u>Staff/Custodial Fees:</u> *Staff/Custodial fees are set at no less than $50 per hour.*			
Custodial If tables & chairs must be set up, you will be charged an additional 2 hours before the event & 2 hours after the event for custodial fees.	$50.00/hour X _____hours	$	
Kitchen staff/ Concessions staff	$50.00/hour X_____ hours	$	
Lighting/Sound Tech	$50.00/hour X _____hours	$	
All fees must be paid 1 week in advance at the facility being rented. A copy of the rental contract will be sent to the board office for final approval.	Facility renting: _____ _____ _____ _____	$_____ $_____ $_____ $_____	
	Total amount Due	**$**	

FACILITIES USE REQUEST PUTNAM COUNTY CHARTER SCHOOL SYSTEM

To be completed by the designated representative of the organization requesting use of school facilities.

Please Print

*Name of Organization/Group*_____

*Name of Contact Person*_____

*Address of Contact Person*_____

Phone Numbers of Contact Person

Cell: _____ *Work* _____

*Name of School Facility Requested*_____

*Specific Sections or Parts of Facility to Used*_____

_____

Date or Dates to be Used _____

*Time(s) to Be Used*_____

If tables & chairs must be set up, you will be charged an additional

2 hours before the event & 2 hours after the event for custodial fees.

Conditions for use

- Facilities may not be used for fundraising.
- Facilities may not be used by any group or organization having a closed membership which discriminates against any individual or group.
- A group or organization using facilities agrees to accept liability for any injury or loss attributable to the use of the facilities.
- Facility must be cleaned immediately after use by organization. It is the responsibility of the rental organization to return the area used to a state of cleanliness and in the same condition as when it was made available for use.
- The rental fees cover one day or night not to exceed 5 hours. Additional hours may be approved under certain circumstances and only after ***approval by the principal and/or board office designee.***
- A school custodian must be present during the time the facility is in use.
- A school nutrition employee must also be present when the kitchen is in use.

When making an application for use of the above facility, I understand that I am responsible for making the following assurances:

PLEASE INITIAL BY EACH ONE

- All in attendance will be supervised by the person requesting rental of building to control behavior. _____

- Running wildly, horseplay, loitering outside the facility, acts of aggression, vandalism, and disrespectful behavior must not be allowed. Some events may require security personnel and/or require a nonrefundable security deposit. _____

- The agency/organization that uses the facility is fully responsible for all damage that may occur to equipment and/or the facility during the time of use. _____

- The school principal will be provided with a schedule to include the date (s) and time(s) of events. _____

- Sound or lighting equipment must be checked by school personnel prior to use and checked again after use. Any damage must be repaired at the renter's cost and subject to the school's service agreement and vendors. _____

- The facility will be cleaned after the event and furniture left in its original location unless other arrangements are made with the school administration. Students may not be used at any time to do custodial type duties connected with these events. Expenses for utilities, custodial, supervisory, any other associated costs will be collected in advance of the use of the facility. _____

- Alcohol or illegal drugs will not be allowed on school property. Smoking and any other use of tobacco products will not be allowed in any school buildings or on school grounds. _____

- The maintenance and/or modification of facilities and/or athletic fields is the responsibility of the Board of Education. Leasing organizations may not provide maintenance and/or modification to facilities and/or athletic fields without the approval and supervision of the Board of Education/designee. _____

- Any decorations or special equipment used must be approved by the principal/designee. The exact places that decorations will be attached and how they will be affixed. _____

- All publicity, (including Facebook) promotional or printed must be approved before any such materials are distributed. _____

- School system personnel will determine if playing field conditions are unsuitable to begin or continue play. _____

- All concession stand areas must be expressly approved in writing by the school principal. _____

- Access to the school facility during school hours is subject to availability as determined by the school administration. _____

- All preparations must be concluded no later than 10:00 p.m. School custodial personnel are responsible for cleaning up in preparation for the next day's school use. _____

- Custodial service will commence one hour prior to use and run concurrently through the event/practice plus the time needed to ready the facility for the next school day. _____

- Use of the kitchen requires the supervision of the cafeteria manager or designee_____

- Concessions requires approved Staff Member employed by the Putnam County Charter School System. _____

- The rental organization is fully responsible and liable for any accidents, injuries, or damage incurred during this event. Future use of this facility by the renting organization can be prohibited at the discretion of the principal or superintendent. _____

- **The needs of the school and the school system have priority in the use of the facility. Therefore, a signed contract is voided when the school or school system needs the facility on a contracted date. A refund will be provided if a contract must be voided under these circumstances.**

- **A current Certificate of Insurance, naming Putnam County Board of Education as additional insured, will be submitted with this application.**

- Governmental agencies (or groups affiliated with such agencies) shall submit a current letter of approval from the City Manager or County Manager indicating that the organization using the facility is covered under the governmental agency's insurance plan.

- Proof of insurance must be provided 1 week before the event, or the contract may be voided_____

We, the undersigned representatives of the organization, have read this contract, agree to the provisions contained herein, and certify by our signature affixed below that we agree to the above and that the above conditions constitute a legal and binding contract between the school and the agency.

Checks made payable for rental & other fees to

Putnam County Board of Education

Organization Representative Signature:

_____

Print Name:

_____

Date: _____

A copy of the organization representative's driver's license is required.

School Use ONLY

___Proof of Insurance Attached (or letter of approval from governmental agency

___Person Supervising: _____Number of Hours: _____x 50 per hr. $_____

___Custodian Needed: _____Number of Hours: _____x 50 per hr. $_____

___Custodian Needed: _____Number of Hours: _____x 50 per hr. $_____

___Concessions Needed: _____Number of Hours: _____x 50 per hr. $_____

___Lighting/Sound Tech Needed: _____Number of Hours: _____x 50 per hr. $_____

___School Nutrition Personnel: _____ Number of Hours: _____x 50 per hr. $_____

___School Nutrition Personnel: _____ Number of Hours: _____x 50 per hr. $_____

___Security Needed: _____$50.00 per hour x hours _____$_____

Approved____ Disapproved___ Reason_____

Principal's Signature: _____ **Date:** _____

Total Amount Due: $_____

CENTRAL OFFICE USE ONLY

Date Form Received: _____

Amount Paid: $_____ Date_____ Receipt #_____

Approved____ Disapproved____ Reason_____

Superintendent or Assistant Superintendent: _____ **Date** _____

Approval by Board (if applicable): _____ Date _____

Comment(s): _____

_____

Information copies to: Central Office: __Cafeteria __Custodial __Athletic Director ___Principal ___ Bookkeeper_____

GSBA RMS
Risk Management Services

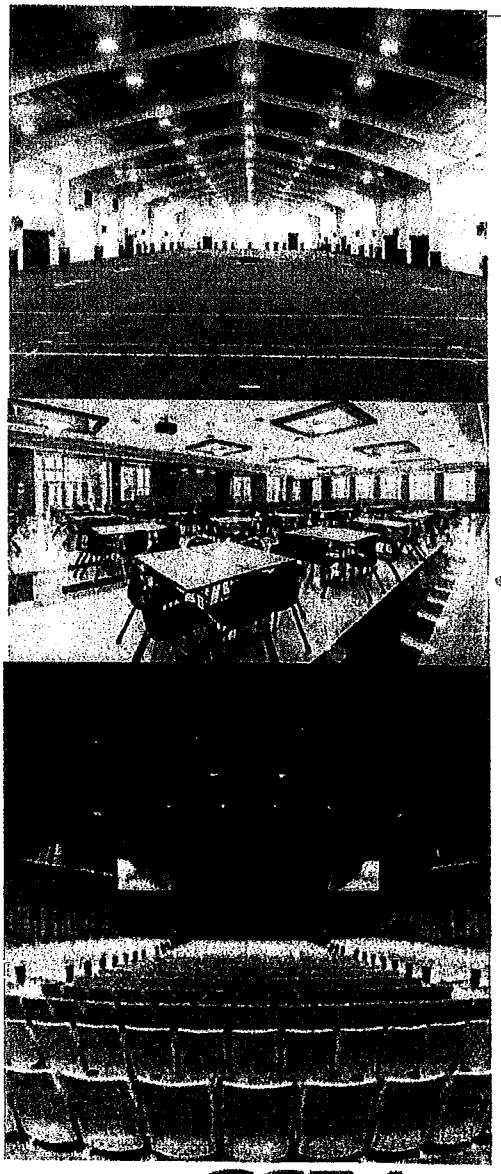
Outside Use of School Facilities

Insurance Requirements & Solutions

Has your District been asked by an outside organization if they could use one of the District's facilities such as a gym, cafeteria or auditorium?

All outside organizations planning an event on one of your campuses must provide you with proof of insurance. This requirement includes caterers, all vendors and current school staff / faculty that may be planning a personal event unrelated to their employment.

If an organization or individual cannot provide proof of insurance, Event Liability Insurance can be purchased to insure the proper coverage is in place prior to the planned event.



Obtaining the protection required for all outside events is easy!! GSBA Risk Management Services, through its partnership with Marsh, can help. This policy offers comprehensive tenant-user liability coverage required for all events outside normal school operations at an affordable rate.

Seven Easy Steps to Get the Required Coverage

1. Visit campusconnexions.com
2. Select Georgia School Boards Association
3. Go to the "products" pull-down menu at the top and select "Special Events Liability" and click GO
4. Choose from the four (4) choices down the right side. There are description tabs across the middle of the page
5. Bind your coverage by providing payment via credit card or debit card
6. Print your Certificate of Insurance (for immediate proof of coverage)
7. Questions: Call Special Markets Insurance Consultants at 1-800-727-7642 (8:00a.m. to 5:00 p.m. CST)

GSBA RMS
Risk Management Services