

## COMMUNITY USE OF SCHOOL FACILITIES

The Richmond County Public Schools permits groups from the community to use the school buildings and grounds when such uses do not interfere with the programs for the public schools. The use of public school facilities shall be available to non-school users when application is made in the prescribed manner and approved by Superintendent. All users of public school facilities shall be subject to federal, state, and local laws, policies and regulations of the School Board, as well as the following procedures:

I. Application for Use

- a. A representative from the non-school group shall complete an application for facilities use and assume personal responsibility to work with the building principal or School Board Office staff to see that the group follows the policies, rules, and regulations of the School Board.
- b. If an event is cancelled, notification must be given at least 24 hours before the scheduled time or the time is forfeited. Exceptions may be made for closure due to inclement weather.
- c. Violation of the rules and regulations and/or failure to pay the required fees may result in an organization forfeiting its right to future use of the facilities.
- d. The school division reserves the right to deny usage of the facility if the application is received less than five (5) days prior to the start of the event.
- e. A school system representative must be on duty during an event to assure that the building is secured in an acceptable manner and that the facilities are left in proper condition. Service fees for custodians and other key personnel (food service staff or audio/light technician) may be assessed even when facility fees are not charged. Additional charges may be assessed if the actual time exceeds the estimated time
- f. Richmond County Schools may deny any application that is not consistent with the school system's mission statement and vision.

II. Fees

## a. Fee Schedule:

	<b>Per Hour / Minimum 3 Hour</b>
Elementary Gymnasium	\$50 per hour / \$150
Elementary Cafeteria/Commons Area	\$30 per hour / \$90
Elementary Cafeteria with Kitchen	\$50 per hour / \$150
High School Auditorium	\$60 per hour / \$180
High School Cafeteria/Commons Area	\$30 per hour / \$90
High School Cafeteria with Kitchen	\$50 per hour / \$150
High School Gymnasium	\$50 per hour / \$150
Classroom	\$20 per hour / \$60
Athletic Fields	\$50 per hour / \$150

b. Service Fees:

	<b>Per Hour / Minimum 3 Hour</b>
Audio/Light Technician	\$30 per hour / \$90
Admin and/or Custodian (includes ½ hr. before and after an event)	\$30 per hour / \$90
Food Service Staff	\$30 per hour / \$90
Gymnasium Supervision	\$30 per hour / \$90

- c. All rental and service fees are to be paid one week prior to an event. Payments are made to the Richmond County Public Schools. Payments should never be made directly to employees.
- d. The Richmond County School Board may grant a waiver of rental fees if the activity at the school facility is for the sole purpose of raising funds for the schools or is to assist in the education of the students in the community. The School Board also reserves the right to grant a waiver of rental fees if the activity is free to the public and is offered as a valued public service (non-profit organization) to the residents and/or students of Richmond County. If a waiver is granted, custodial and other service fees still apply.

III. Liability

- a. Each group or organization using the facilities shall assume full responsibility for and hold the Richmond County School Board, its officers, agents, and employees harmless from any legal liability, injury or damage to the person or property in connection with the use of school facilities.
- b. Applicants must provide a certificate of liability insurance in the minimum amount of \$1,000,000 naming the Richmond County School Board as an additional insured.
- c. The group or organization shall be responsible for any damage done to the facilities. If an event results in unanticipated additional costs to the school division, the organization will be billed for these costs.

Approved by School Board: March 12, 1997

Revised: July 14, 1999

Revised: December 10, 2008

Revised: June 9, 2010

Revised: January 12, 2011

Revised: January 11, 2012

Amended: December 10, 2014

Approved: March 11, 2015

Approved: August 10, 2016

**RICHMOND COUNTY PUBLIC SCHOOLS  
Application for Use of School Facilities**

Application to use School Board facilities must be completed and submitted to the Principal or the Superintendent. The application must be submitted 14 days prior to the scheduled event. The applicant must read the School Board Policies and Regulations that accompany this application. Payment of the use of facilities is payable to the Richmond County Public Schools and is due 7 days prior to the event. Proof of third party liability insurance (\$1,000,000 minimum) must be attached to this application to be considered. The use of drugs, alcohol, and smoking is strictly prohibited on Richmond County Public School property.

**APPLICANT AND ORGANIZATION INFORMATION (Please Print)**

Name of Applicant _____	Primary Phone No. _____
Address of Applicant _____ _____	Cell or Work # _____
Organization Name _____	Email address _____
	Is this organization recognized by IRS as a not-for-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No

**EVENT INFORMATION**

Name of Event _____
Description of Event _____
Date of Event _____
Time when facility will be used: From _____ to _____ (including set up and break down)
Number of Attendees _____
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will donations be taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fee Charged: _____ (see back page for detail)

**REQUEST FACILITY INFORMATION**

School Facility Requested _____
Specific Room(s) to be Used _____ (Ex: Gym, Auditorium, Cafeteria, Classrooms, etc.)
If requesting the high school auditorium, please complete the attached auditorium request form. This must be submitted at least one week prior to the event date.

**I have read and understand the Richmond County School Board Policy and Regulations governing the use of public school facilities. I agree to accept responsibility for any damage of the building, grounds, and/or equipment. A Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage is attached.**

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date Date

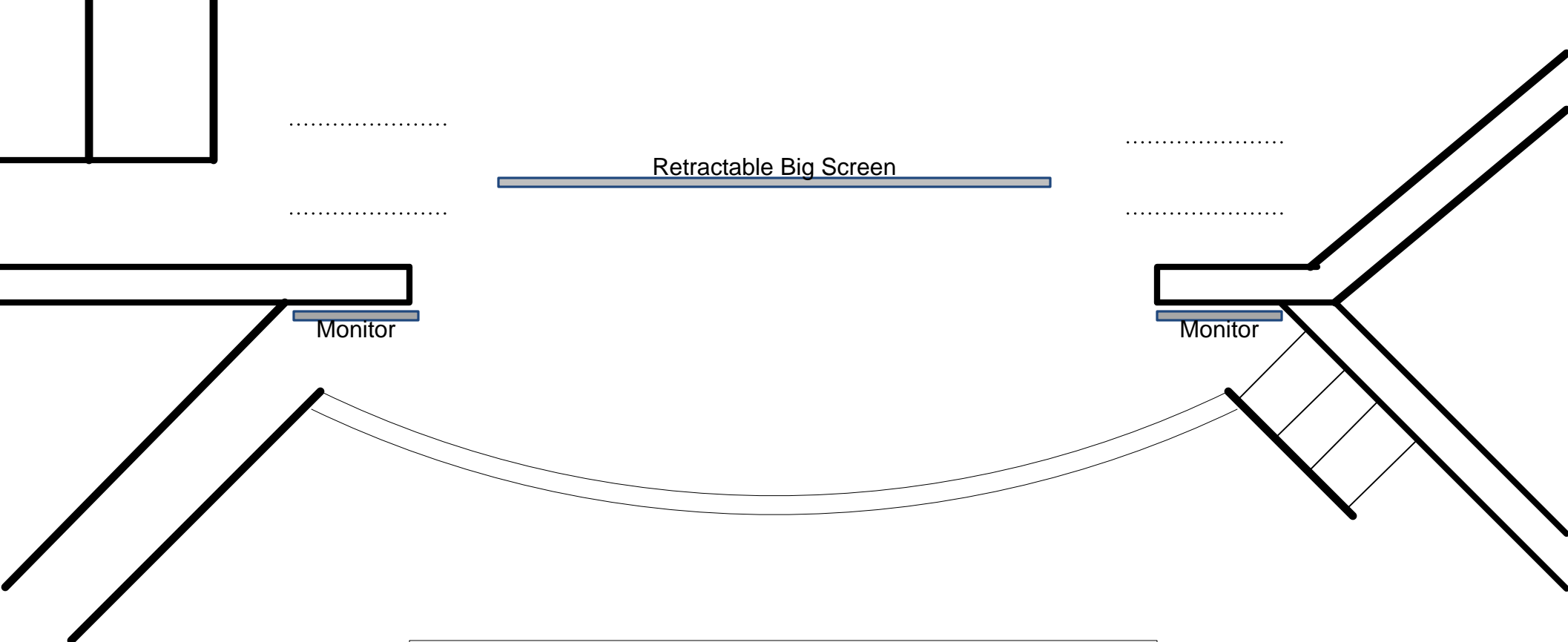
\_\_\_\_\_  
Recommend Approval  Yes  No \_\_\_\_\_  
Date Signature of Building Principal

\_\_\_\_\_  
Recommend Approval  Yes  No \_\_\_\_\_  
Date Signature of Superintendent

**SCHEDULE OF FEES** (to be paid 7 days prior to the event to Richmond County Public Schools)

<b>Fee Schedule</b>	<b>Per Hour / Minimum 3 Hour</b>	<b>Charges</b>
Elementary Gymnasium	\$50 per hour / \$150	
Elementary Cafeteria/Commons Area	\$30 per hour / \$90	
Elementary Cafeteria with Kitchen	\$50 per hour / \$150	
High School Auditorium	\$60 per hour / \$180	
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High School Cafeteria with Kitchen	\$50 per hour / \$150	
High School Gymnasium	\$50 per hour / \$150	
Classroom	\$20 per hour / \$60	
Athletic Fields	\$50 per hour / \$150	
<b>TOTAL</b>		<b>\$</b>

<b>Service Fees</b>	<b>Per Hour / Minimum 3 Hour</b>	<b>Charges</b>
Audio/Light Technician	\$30 per hour / \$90	
Admin and/or Custodian (includes ½ hr. before and after an event)	\$30 per hour / \$90	
Food Service Staff	\$30 per hour / \$90	
Piano Rental	\$75 per event	
Gymnasium Supervision	\$30 per hour / \$90	
<b>TOTAL</b>		<b>\$</b>
<b>GRAND TOTAL</b>		<b>\$</b>



Type of Event:

**Please check all that apply**

**LIGHTING DETAILS**

House Lights

Normal Stage Lights

Color Lights

Full Light Show  
(Attach details of light show)  
(2 week advance notice required)

**Please check all that apply**

**AUDIO DETAILS**

Please sketch out layout on stage above

# of Microphones needed

Corded

Wireless

Lapel

**Please check all that apply**

**VIDEO DETAILS**

Big Screen

Side Monitors

Laptop Needed

**NOTE: All video files must be submitted no later than 24 hours prior to event.**

**Please check all that apply**

**FURNISHINGS**

Tables     Chairs

# of Podiums

# of Risers

**NOTE: We will not be able to support more than 2 tables, and 6 risers. Additional furnishings are the responsibility of the rentee.**