

Charlotte County Public Schools

Application for Facility Use and Indemnification Agreement

Today's Date: _____

Name of Group: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____ FAX Number: _____

Name of facility requested: _____

Dates and Time of Rental/Use: _____

Describe in detail type of activity or sport to be played: _____

Number of: Participants Expected _____ Ticket Takers _____ Ushers _____ Security _____
Group's Staff (to supervise participants) _____

Spectators: Yes No Estimate number of spectators _____

Will the following facilities be needed?

- Concession
- Bleachers
- Cafeteria Tables
- Library Tables
- Locker Room Space
- Auditorium Sound and Light System (\$25.00 per hour for trained school staff to run sound and light system)
- Kitchen: please specify kitchen needs and equipment to be used _____

Please note that specialty tables, chairs or linens are not available for use. Only furnishings listed above, which can be set up without disruption to educational programs, will be provided.

Required Payments

Rental Rate: _____ Other Charges: _____

Payment due on or before: _____

All payments for facilities use will be paid to Charlotte County Public Schools and sent to Charlotte County School Board Office, P. O. Box 790, Charlotte Court House, VA 23923. Attn: Facilities Use

* "Application for Facility Use and Indemnification Agreement" must be submitted to Superintendent/Designee for approval before confirming "reserved" status.

** Regulations governing Use of School Facilities must be provided to each party who requests use of facilities.

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Charlotte County Public Schools
Regulations Governing Use of School Facilities

A. Use of School Facilities:

Organized community groups may use school facilities when they are not being used for school functions provided they secure the recommendation of the building principal, the approval of the assistant superintendent and the applicant meets the following requirements:

1. The User Group shall provide all materials necessary for the preparation of the facilities for the intended event.
2. The User Group shall be responsible for maintaining proper supervision and safety of crowds, including providing the necessary police protection.
3. The User Group assumes responsibility for enforcing the School Board policy that prohibits possession or use of drugs or alcohol on School property.
4. The User Group accepts all liability for any accident, personal injury, property damage or theft that occurs during the User Group's contracted period.
5. The User Group agrees to abide by the rules and regulations as set forth in this application.
6. The User Group must submit their application no later than 15 days prior to the date of requested use.

B. Rules & Regulations During Use:

1. The use of tobacco, alcoholic beverages, and illicit drugs is prohibited.
2. Use will be confined to the spaces or rooms specifically reserved, and further use is prohibited.
3. No use of building space will be permitted without the presence of a School employee.
4. Use of special facilities such as kitchens, stages, and libraries will not be permitted without a School employee present who regularly works in such an area.
5. **Alterations or substantial rearrangement of facilities and equipment will not be permitted.**
6. Parking will be designated areas only, and all life safety rules such as free access to fire exits will be maintained.
7. Children must be properly supervised, and no group will be admitted which does not have at least one adult present for each given number of children, depending on the activity. Children in very large groups or engaged in very active pursuits should have plenty of adult supervision.
8. The Schools will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.
9. The User Group will not sub-let the space to another organization or group and merely act as an agent for what might otherwise be a non-permitted use.
10. Failure to observe the rules will result in suspension of the use privilege for a certain period of time.
11. Use of the facilities by outside groups will be made available at the School's discretion depending on the requested use activities. Third party activities requiring overnight stays or other residential type use are *prohibited*. This type of request for overnight use is outside the scope of School facility operations. The exception to this rule would be in the case of natural or public disaster which would require facilities to be used by citizens and authorities in an emergency shelter or operations center capacity.
12. All user groups will be required to provide the public entity with surety that will defend the public entity and pay claims against it for injury or property loss due to the user group's negligence.
13. The Schools do not accept the risk of liability for events over which it has no control or when the user group is not providing a program or service which directly benefits the Schools.

C. Fee Requirements for Facility Use

The following base fees are required for each use of the facility:

These fees must be paid 5 days prior to use and payments are to be made payable to the **Charlotte County School Board**, P. O. Box 790, Charlotte Court House, VA 23923.

Facilities	Fees
Eureka Elementary School	\$ 125.00
Central Middle School	\$ 175.00
Bacon District Elementary School	\$ 125.00
Phenix Elementary School	\$ 125.00
Randolph-Henry High School	\$ 175.00
Randolph-Henry Athletic Field	\$ 100.00 night activity
Central Middle Athletic Field	\$ 100.00 night activity

D. Fee Requirements for Kitchen Use and Custodial Services

Note: Unless otherwise specified, kitchen and/or custodial fees are required of any group using a Charlotte County Public Schools facility, even if the Facility Use fee has been waived.

There will be a \$25.00 per hour per worker fee for kitchen and custodial services.

All fees for custodial services will be billed by **Service Solutions**. Payments can be made payable to **Service Solutions** C/O Charlotte County School Board Office, P. O. Box 790, Charlotte Court House, VA 23923.

All kitchen use fees will be billed by **CCPS Food Service**. Checks can be made payable to **CCPS Food Service** C/O Ms. Christine Powell, Charlotte County School Board Office, P. O. Box 790, Charlotte Court House, VA 23923.