



REQUEST FOR USE OF SCHOOL FACILITIES Application and Agreement

This application must be signed by the individual acting for the organization who accepts responsibility for supervision of the function in accordance with board policy KG. The user of the facility will hold DCSS and all its personnel and representatives harmless from any problem resulting from use of the facility. The Agreement can be cancelled at any time for school activities.

School/Facility:		Date:	
Contact Person:		Phone:	
Name of Organization:		Email:	
Address:	City:	State:	Zip:
Purpose of Rental:			

Space Requested

Auditorium	Cafeteria	Gym
Classroom(s)	Media Center	Ball Field

Space Requested	Day of Week (Sun –Sat)	Beginning Date	Ending Date	Set Up Start Time	Clean Up End Time	Total Hours

Equipment Requested (be specific) _____

Number of participants and spectators: Adults _____ Children _____

Do you have Liability Insurance? No, This event may require proof of insurance. Yes, please attach a copy of the certificate of liability insurance.

Will participants be charged a fee? No Yes, amount \$ _____

Will spectators be charged a fee? No Yes, amount \$ _____

Signature of Organization Representative

Date

	FOR DCSS FINANCE DEPARTMENT USE ONLY	
Personnel/Space	Cost for Rental/Services	Fee
Auditorium/Gym/Cafeteria	\$50.00 Per Hour	
Classrooms/Media Center	\$20.00 Per Hour	
Custodial Services	\$25.00 Per Hour	
School Police	\$40.00 Per Hour	
Sound Technician (CBE Student)	\$ 10.00 Per Hour	
Ball Field		
Equipment	Amount	
Ramp	\$75.00	
	TOTAL RENTAL FEE	

Executive Director, Finance & Operational Services

Date

NOTE: Cancellations must be made 48 hours in advance by notifying the Business Services Office at (229) 483-6300, X 5228. The total cost for facility rental is due at least three (3) days prior to the term of the agreement.