

South Carroll County Special School District
Board of Education
Rental Application/Contract

Facility Requested: _____

Date of Intended Use: _____

Name of Sponsoring Organization: _____

Type of Activity: _____

Requested Time to Enter: _____ Leave: _____

Required Fees [as per Board policy 3.206]: _____

Deposit: \$ 10.00 Key Deposit, Deposit is returned if facilities are left in good condition and clean. Rental fee is as follows: \$35.00 for 2 hours, \$15.00 extra if using air-conditioning or heat making a total of \$50.00, \$50.00 for 2 – 4 hours, \$15.00 extra for air-conditioning or heat making a total of \$65.00; \$100.00 for all day, extra \$15.00 if using air-conditioning or heat making a total of \$115.00.

Rental Fee = _____ hours @ \$ _____ per day

Other: _____ \$ _____

Total Fees Required \$ _____

On behalf of the organization noted above, I acknowledge our responsibility to the director and Board of Education for the proper use of the facilities requested during the above specified time period; and if there are any damages arising from this use, we will be responsible for payment of such damages. I further recognize our liability insofar as insuring that the buildings and grounds are used in conformity with rules and regulations, as established by the Board of Education; and in providing sufficient adult supervision as to warrant suitable conduct by all participants.

It is further understood, when the kitchen area is used, that an assigned school employee, or designee, shall be present in the facility at all times during the applied period of use. I likewise acknowledge that our organization must pay for all services rendered by the aforementioned school system employee or designee.

Finally, I understand that school activities shall have priority for the use of any facility. This shall apply even in cases where organizations have requested the use of a facility at a certain hour for several weeks.

Application Date

Applicant's Signature

(D) _____ (N) _____

Telephone

Home Address

Principal's Signature

Director of Schools' Signature

Building Rental Rules

_____ (Organization) agrees to the following:

1. That this organization shall be legally responsible for any and all damage to individuals and the school building, grounds or facilities, resulting from their use by this organization. \$10.00 key deposit will be charged when renting facilities, deposit will be returned if facility is left in good condition and clean.
2. To provide the appropriate equipment for its use of the facility. Use of the gymnasium, the organization agrees to permit on the gym floor only those persons wearing the quality of shoes that will not mark the floor. When the use of the gymnasium will require chairs to be set up on the floor, the gym floor must be covered with tarps (school will supply tarps).
3. All activities must be under competent adult supervision and approved by the building principal. The group using the facilities will be responsible for any damage to the building or equipment;
4. To abide by the rules and regulations of the school, including all fire and safety regulations. Disregard of the rules and regulations governing the use of the school building and facilities shall result in the refusal of the Board to grant the offending organization further use of them.
5. Not to sublease the school property or reassign any portion of the building or item of equipment covered by the rental contract.
6. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
7. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal; No alterations to the building or grounds be made without prior approval.
8. That school equipment shall not be a part of the rental contract unless specifically enumerated.
9. When school kitchen is used, at least one member of the cafeteria staff must be present to supervise the use of the equipment. Use of kitchen facility will result in employee's hourly rate of pay plus additional \$2.00 per hour for services provided when private groups request use of kitchen facility.
10. Check back gym exit door (by stage going out to parking lot) to be sure doors are locked. If someone exits out this door, it will not always be locked when closed. Pull door handle to be sure it is locked.

Signature of Responsible Person Acknowledging
the above rules have been read and accepted.