

**REQUEST FOR FACILITY USE**  
Haralson County Board of Education  
299 Robertson Avenue  
Tallapoosa, 30176

Event name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

Event Type:     Concert     Play     Lecture     Meeting     Band/Orchestra  
 Other explain) \_\_\_\_\_

Organization Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date(s) and Time(s)  
Requested \_\_\_\_\_

**Areas Requested to be used:**  Fine Arts     Lobby     Concession Area     Classroom  
 Greenroom     Dressing Rooms     Lunchroom     Gym     Kitchen     Athletic Fields  
 Multi Purpose Room     Stadium

**CONCESSION/PICTURES/T-SHIRTS:** In the event that concessions/items are sold by your organization, four (4) people from your organization will be required to monitor the performance space at all times. **NOTE: ABSOLUTLEY NO FOOD OR BEVERAGE (WATER INCLUDED) IS PERMITTED IN THE PERFORMANCE HALL. FOLLOWING AN EVENT, IF THE REMAINS FROM ANY CONCESSION ARE FOUND IN THE AUDITORIUM, YOUR ORGANIZATION WILL BE FINED \$50.00 PER ITEM. (THIS WILL BE STRICTLY INFORCED)**

**I FULLY UNDERSTAND AND AGREE TO THE TERMS FOR THE USAGE OF THE HARALSON COUNTY FACILITIES.**

\_\_\_\_\_  
Signature of person responsible for the organization requesting the use of the facilities

**NOTE: Payment is expected thirty (30) days in advance of usage. Additional custodial charges (above estimated amount) and any charges for damages to the facility will be billed after use and will be payable within 30 days of invoice.**

Check area of facility, determine use rates, calculate amounts and enter total amount due.

AREA	NUMBER OF HOURS	FEE for Non School Related Activities HCHS FACILITIES	EXEMPT ** FROM RATE (Central Office use)	UTILITY RATE Per hour	AMOUNT
Fine Arts Building	Up to 4 Up to 8 Over ____	\$400.00 \$1,000 \$125.00 per hr.		\$30	
Sound/Lighting		\$50.00			
Supervisory Fee		\$30.00 per hour			
Classroom/ ____ #		\$25.00 per hr/ Per room		\$30	
Lunchroom		\$50.00 per hr.		\$30	
Kitchen		\$50.00 per hr.		\$30	
Multi Purpose Room		\$40.00 per hr.		\$30	
Gymnasium		\$50.00 per hr.		\$30	
Athletic Fields ○ Day ○ Night		\$50.00 per hr \$50.00 per hr. Minimum \$150.00		\$0 \$20	
Stadium ○ Day ○ Night		\$200 (1-4 hrs/additional = \$50 Per hr. \$200 (1-4 hrs/additional = \$50 Per hr.		\$0 \$25	
Custodial Services		\$30 per hour			
Other					
<b>TOTAL</b>					

\*\* These are recommendations only for exemption from rates.

**SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE**

In Consideration of being permitted to use facilities of the Haralson County Board of Education, I do hereby covenant and agree that the Haralson County Board of Education, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premises of the Haralson County Board of Education, or any part thereof, or by defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its agents, employees, nor shall the enumerated entities be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents, or other persons entering upon or using said premises or any part thereof, or to any property placed thereon.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the undersigned for the benefit of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the above enumerated entities and said premises harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the Haralson County Board of Education or in the use or occupancy of the premises or arising from any state or condition of said premises or any part thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AGREEMENT**

I, \_\_\_\_\_, certify that I am an officer or employee in the above named organization and that I am authorized to execute this agreement. I further certify that I have read the Haralson County School System General Procedures and Guidelines for Use of School Facilities, and that we hereby bind our organization to the conditions of the procedures. I also understand and agree that the Superintendent reserves the right to cancel this agreement upon our failure to comply with the procedures set forth.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_ Title \_\_\_\_\_

-----  
**THIS SECTION TO BE COMPLETED BY SCHOOL ADMINISTRATION**

Facility Use Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

If not approved, please state reason:

\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_

## GENERAL PROCEDURES AND GUIDELINES

1. School system facilities may be leased to businesses and/or by non-profit organizations. School system facilities will not be made available to individuals or families for any use including, but not limited to, funerals, wakes, weddings or family reunions.
2. The scheduling of any event must be approved by the Director of Facilities. The Director of Facilities must keep on file a copy of approval and denials for use of facilities.
3. Students cannot be used at any time to do custodial type duties connected to these events.
4. The following fees will be charged for the use of Haralson County School facilities for non-school related activities. A notice of at least ten days shall be given to the Superintendent or designee in the case of any changes required to the original contract. Failure to give said notice will result in a \$50.00 administrative charge. A non-refundable deposit of \$50.00 will be submitted along with the Request for Facility Use. A security deposit of \$500.00 and the rental fee is due at contract signing. The contract and all fees are due no later than 30 days prior to the planned rental date. Please refer to the Fee chart for specific area of the facility.
  - a. **Utility Fee:** A charge of \$30.00/hour will be collected for utilities. This fee will be based upon a minimum of three (3) hours. Payment will be made to the Haralson County School System.
  - b. **Custodial/Supervisory Fee:** Custodial/Supervisory fees will be paid by the sponsoring organization to the Haralson County School system at the rate of \$30.00/hour. The fee is based upon a minimum of three (3) hours. The custodian/supervisor will be an employee of the Haralson County School system. The employee will remain on campus at all times while the lessee uses the building. The employee would be responsible for securing the building/campus after each use.
  - c. **Sound/Light Fee:** A school employee, trained in the use of sound and lighting, must be present at any time the high school theater /auditorium is used. This fee will be paid to the Haralson County School System at the rate of \$50.00/hour. The fee is based upon a three (3) hour minimum.
  - d. **Use of Food service equipment fee:** A lunchroom employee must be present at any time the kitchen or equipment is used. This fee will be paid to the Haralson County School district at the rate of \$50.00/hour. The fee is based upon a three (3) hour minimum.
  - e. **Security:** Unless otherwise noted, the User of Facilities will be required to contract with the Haralson County Sheriff's Office to provide security for all events. This fee is to be determined by the Sheriff's Office, and remitted directly to them.
  - f. Use of school equipment will be at the discretion of the school and the Director of Facilities, as well as fees for the same. Tables and chairs may not be removed from the cafeteria for non-school related activities.

5. Alcoholic beverages and/or tobacco will not be permitted in school facilities or on school property at any time.
6. All applicants for use of school facilities shall hold the Haralson County School system free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by use or occupancy of district facilities. Before the Director of Facilities gives the final approval for the use of the school facilities or athletic fields, the user of the facilities and/or athletic fields shall obtain liability insurance coverage of no less than \$1,000,000.00. The coverage shall be in effect at all times during the time the user occupies the same.

The user of the facilities or athletic fields shall present to the Director of Facilities a copy of either a Certificate of Insurance for at least \$1,000,000.00 from their general liability policy or a copy of a special event policy from an insurance company of at least \$1,000,000.00 liability coverage. The policy must name the Haralson County School System as an additionally insured entity.

7. All on campus signs related to an approved event may be displayed thirty six (36) hours prior to the start of the event. All signs shall be removed immediately following the event.
8. Any signage or advertisement for an approved event will be approved by the Superintendent and/or his designee. The name of the facility may not be prominent on any advertisement.
9. All Haralson County School System facilities are leased as is. No adaptations or changes to the facility are allowed including modifications to electrical systems, lighting, sounds systems, etc., even when considered temporary.
10. Materials and equipment may not be stored on school property when not in use.
11. No overnight use of school facilities will be allowed.
12. All applications for the use of school facilities must be approved by the Superintendent or his/her designee. Contracts for long-term use must be approved annually. All approved and denied request will be presented to the Board of Education as a point of information.
13. Any exceptions to these guidelines must be approved by the Board of Education.