

FACILITY USE CONTRACT
TIFT COUNTY BOARD OF EDUCATION and TIFT COUNTY SCHOOL DISTRICT

NAME OF PERSON/GROUP RENTING: _____ DATE: _____

ADDRESS: _____

FACILITY REQUESTS: _____

RENTAL DATE(S): _____ OPENING TIME: _____ CLOSING TIME: _____

PURPOSE OF RENTAL: _____

TOTAL NUMBER OF PEOPLE EXPECTED TO ATTEND _____

WILL THERE BE A CHARGE FOR THIS EVENT? _____ IF YES, HOW MUCH? _____

PRINCIPAL'S SIGNATURE REQUIRED:

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CHECK SPACE(S) REQUESTED:

ATHLETIC DIRECTOR'S SIGNATURE REQUIRED

☐ COMMONS AREA - \$400.00 PER OPENING
☐ DINING ROOMS - \$200.00 PER OPENING
☐ GYMNASIUM - \$200.00 PER OPENING
☐ CLASSROOM - \$100.00 PER OPENING
☐ MEDIA CENTER - \$100.00 PER OPENING

☐ ESMS FOOTBALL FIELD/TRACK \$500.00
☐ ESMS TENNIS COURTS W/OUT LIGHTS \$200.00
☐ ESMS TENNIS COURTS W/LIGHTS \$300.00
☐ NEC FOOTBALL FIELD/TRACK \$250.00
☐ NEC BASEBALL FIELD W/OUT LIGHTS \$250.00
☐ NEC BASEBALL FIELD W/LIGHTS \$350.00
☐ TCHS TENNIS COURTS W/OUT LIGHTS \$200.00
☐ TCHS TENNIS COURTS W/LIGHTS \$300.00
☐ TCHS SOFTBALL FIELD W/OUT LIGHTS \$250.00
☐ TCHS SOFTBALL FIELD W/LIGHTS \$350.00
☐ TCHS BASEBALL FIELD W/OUT LIGHTS \$250.00
☐ TCHS BASEBALL FIELD W/LIGHTS \$350.00
☐ BRODIE STADIUM W/OUT LIGHTS \$750.00
☐ BRODIE STADIUM W/LIGHTS \$1000.00
☐ TCHS PRACTICE FIELD W/ OUT LIGHTS \$250.00
☐ TCHS PRACTICE FIELD W/LIGHTS \$350.00
☐ TCHS SOCCER FIELD/TRACK W/OUT LIGHTS \$250.00
☐ TCHS SOCCER FIELD/TRACK W/LIGHTS \$350.00
☐ NORTH END ZONE AT BRODIE FIELD \$200.00
** DOES NOT INCLUDE ADMISSION **
☐ OTHER _____

☐ DAMAGE/DEPOSIT FEE _____

TOTAL _____

PERSON RESPONSIBLE FOR PAYMENT: _____

ADDRESS: _____

CITY, STATE, ZIP _____ PHONE #: _____

I read the Tift County Board of Education and Tift County School District policy and administrative regulation concerning the rental of school facilities and agree to abide by its provisions. I understand that I and/or my group will assume complete liability for personal injury and property damage. The lessee or renter releases the Tift County Board of Education and Tift County School District from any and all damages to persons and property suffered upon the premises and agrees to hold the Tift County Board of Education and Tift County School District harmless from all claims of damage to person and property sustained upon the premises during the term of this rental agreement.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

ATHLETIC DIRECTOR'S SIGNATURE: _____ DATE: _____

☐ APPROVE

☐ DISAPPROVE

FACILITY USE CONTRACT

Any school-connected club, organization or any other governmental agencies may be allowed to use school properties and facilities without charge.

No facility can be used by an employee for the purpose of tutoring for pay.

Non-school connected groups may be permitted the use of dining rooms, gymnasiums, athletic fields and classrooms provided such use is not in conflict with the school's schedule of events and is approved by the school's supervising principal. The school principal has the right to reject the request of any group whose planned use of the facility could result in property damage or may cause undue hardship or is in conflict with local policy, state or federal law. A damage deposit may be required in addition to the fees detailed in the following rental fee schedule. (See RESTRICTIONS: 3. Damages)

FACILITY & COSTS

CHECK SPACE(S) REQUESTED:

| | |
|-------------------------------------------------------------|----------------------|
| <input type="checkbox"/> COMMONS AREA - | \$400.00 PER OPENING |
| <input type="checkbox"/> DINING ROOM- | \$200.00 PER OPENING |
| <input type="checkbox"/> GYMNASIUM - | \$200.00 PER OPENING |
| <input type="checkbox"/> CLASSROOM - | \$100.00 PER OPENING |
| <input type="checkbox"/> MEDIA CENTER - | \$100.00 PER OPENING |
| <input type="checkbox"/> ESMS FOOTBALL FIELD/TRACK | \$500.00 |
| <input type="checkbox"/> ESMS TENNIS COURTS W/O LIGHTS | \$200.00 |
| <input type="checkbox"/> ESMS TENNIS COURTS/W LIGHTS | \$300.00 |
| <input type="checkbox"/> NEC FOOTBALL FIELD/TRACK | \$250.00 |
| <input type="checkbox"/> NEC BASEBALL FIELD w/LIGHTS | \$350.00 |
| <input type="checkbox"/> NEC BASEBALL FIELD w/o LIGHTS | \$250.00 |
| <input type="checkbox"/> TCHS TENNIS COURTS | \$200.00 |
| <input type="checkbox"/> TCHS TENNIS COURTS W/LIGHTS | \$300.00 |
| <input type="checkbox"/> TCHS BASEBALL FIELD W/LIGHTS - | \$350.00 |
| <input type="checkbox"/> TCHS BASEBALL FIELD W/O LIGHTS - | \$250.00 |
| <input type="checkbox"/> BRODIE STADIUM W/O LIGHTS | \$750.00 |
| <input type="checkbox"/> BRODIE STADIUM W/LIGHTS | \$1000.00 |
| <input type="checkbox"/> TCHS SOFTBALL FIELD W/LIGHTS | \$350.00 |
| <input type="checkbox"/> TCHS SOFTBALL FIELD W/O LIGHTS | \$250.00 |
| <input type="checkbox"/> TCHS PRACTICE FIELD W/O LIGHTS | \$250.00 |
| <input type="checkbox"/> TCHS SOCCER FIELD/TRACK W/LIGHTS | \$350.00 |
| <input type="checkbox"/> TCHS SOCCER FIELD/TRACK W/O LIGHTS | \$250.00 |
| <input type="checkbox"/> NORTH END ZONE AT BRODIE FIELD - | \$200.00 |

Fees for use of school buildings and facilities not specified above may be set by the Superintendent's designee, as may stipulations governing use.

1. ALTERATIONS

No changes may be made in lighting, seating arrangements, or any other equipment. No temporary or permanent attachments will be permitted which, in the opinion of the building principal will deface or damage the facility. ALL FACILITIES WILL BE LEFT IN THE SAME CONDITION AS WHEN USE WAS GRANTED.

2. CLEANING

Renting party is required to completely clean area to same condition as it was received.

3. DAMAGES/DEPOSIT FEE

The following damage deposits may be required before any rental request is approved:

| | |
|-----------------------|----------|
| CLASSROOMS | \$100.00 |
| LABORATORY CLASSROOMS | \$200.00 |

FACILITY USE CONTRACT

| | |
|--------------------------|----------|
| DINING ROOMS | \$250.00 |
| GYMNASIUMS | \$500.00 |
| STADIUMS/ATHLETIC FIELDS | \$500.00 |

This damage deposit must be in the form of a Cashier's Check made payable to the Tift County School District and must be submitted to the approving school principal before authorization for use is granted. The check will be returned to the renting party, not cashed, within ten days after the rental date provided that no emergency maintenance has occurred, no additional cleanup is required or no damage to the facility has occurred. In the event damage does occur to facility or school equipment and is in excess of the deposited amount, the Tift County School District will seek restitution, through legal means if necessary, for the full cost of damages.

4. CONFLICT WITH SCHOOL ACTIVITY

No use of school facilities will be permitted during school hours. School-related activities shall have priority and non-school use shall be approved only if no conflict exists.

5. FOOD/DRINK

No food or drink will be allowed in auditoriums or classrooms. No stands may be set up on school grounds for the distribution of food or drink.

6. PROFIT-MAKING ADVENTURES

No group shall be permitted to use facilities of the school system for commercial gain, without prior approval of the Tift County Board of Education.

7. RENTAL OF EQUIPMENT

No equipment of the school system shall be rented to any group or individual except as previously covered in this policy.

8. ALCOHOLIC BEVERAGES

No alcoholic beverages shall be permitted on the premises of the Tift County School District.

9. SMOKING/TOBACCO USE

No smoking/tobacco use will be permitted within any facility of the Tift County School District. No Smoking signs should be clearly posted while banquets, programs, or other meetings are being conducted.

10. STATE & LOCAL FIRE AND LAW ENFORCEMENT REGULATIONS MUST BE STRICTLY COMPLIED WITH AT ALL TIMES.

11. SECURITY – The Superintendent/school official reserves the right to require any group/organization or individual using school facilities to provide certified law enforcement officers as deemed necessary by the school system. This will be at the users' expense.

12. LIABILITY INSURANCE

The renting party will assume complete liability for personal injury and property damage. Proof of a liability insurance policy, secured by and financed by the user, shall be required to protect the interests of the Tift County School District and its employees. Such policies shall provide a one (1) million dollar or more liability coverage limit and remain in effect throughout the duration of this contract.

13. GOVERNING LAW

This contract shall be governed by O.C.G.A. §51-1-53.

14. APPROVAL

Authorization for use of school facilities will be made only after the requesting party completes a "Building/Facility Rental" form which may be obtained from the school principal's office.

FACILITY USE CONTRACT

15. The Tift County Board of Education and Tift County School District/Superintendent/school official reserves the right to accept or reject any request or application. The Tift County Board of Education and Tift County School District, Superintendent or School Official further reserves the right to amend the procedure for use of a school facility at any time.
16. The Tift County Board of Education and Tift County School District reserves the right to withhold approval or to cancel any and all use of facilities when it is deemed that such action is necessary for the best interest of the school system, the students, and/or the community.
17. The Tift County Board of Education and Tift County School District, based on individual request, may approve long term usage for school facilities. The Tift County Board of Education and Tift County School District/Superintendent/school official will determine, based on request, what constitutes a long term usage request. Fees will be established to recover costs of utilities and other expenses that the school system may incur. Fees will be based on areas requested.

Checks for rental fees should be made payable to the Tift County School District. Payments to custodial and school food service employees will be made by the business office of the Tift County School District.

NO DIRECT PAYMENT WILL BE MADE BY THE SCHOOL TO TIFT COUNTY SCHOOL SYSTEM EMPLOYEES. Overtime hours will be reported on the individual's regular time card and payment will be included in the next regular salary check.

BANQUETS

School –connected groups may petition the School Food Service Department for the preparation of banquet meals. If approved, the petitioning group will reimburse the School Food Service Department for all actual expenses, including cost of food and overtime salaries for personnel. A two week notice is required.