

**APPLICATION FOR USE OF FACILITIES
SYLACAUGA CITY SCHOOLS**

DATE(S) AND HOURS REQUESTED: For each date requested give day, date, beginning time and ending time. Include time for room set-up and breakdown.

Meeting Dates: _____

Room Requested: _____

Hours From: _____ AM/PM (Circle AM or PM) To: _____ AM/PM (Circle AM or PM)

INFORMATION ABOUT THE PERSON COMPLETING THE APPLICATION:

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

INFORMATION ABOUT THE GROUP HOLDING THE MEETING:

Organization or Group Name: _____

Address _____ City _____ State _____ Zip _____

Name of Primary Contact _____ Title _____ Phone _____

Address _____ City _____ State _____ Zip _____

E:mail address of Contact: _____

Brief History of the Group or Organization: _____

Purpose of this Meeting: _____

Expected Attendance _____ Is this meeting open to the general public? Yes _____ No _____

Will you serve refreshments? Yes _____ No _____ Catered meal? Yes _____ No _____

Special Requirements for equipment, setup, audio/visual/lighting: _____

By signing below, I certify that the information on this application is true and correct.

Signature of Responsible Party

Date

**SYLACAUGA CITY BOARD OF EDUCATION
PERMIT FOR USE OF SCHOOL FACILITIES**

I, _____, representing _____
 _____ do hereby make application for the use of
 _____ on the following date(s) and time(s)
 _____ to be used for _____
 _____.

I am familiar with the rules and regulations of the Sylacauga City Board of Education for the use of school facilities and agree to abide by these regulations in every respect. The program we wish to present will be organized so that the property, equipment, and building used will be completely protected. We agree to inform the Principal of the arrangements involved in the performance and/or rehearsal at least seven (7) days in advance. My organization also agrees to furnish all personnel mentioned in the Facility Use Agreement to accomplish the above. We also agree to pay all charges as listed.

Signed: _____
 Address: _____
 Street or P.O. Box Number
 Organization: _____
 Date: _____

<u>For School Use Only</u>		
Rental Fee: _____	Paid _____	Date _____
Custodial Fee: _____	Paid _____	Date _____
A/V Fee: _____	Paid _____	Date _____
Food Service Fee: _____	Paid _____	Date _____
Total Amount Due:		_____

Approved
 Disapproved

Approved
 Disapproved

 Principal of School

 Director of Health and Wellness (for CNP)

Approved
 Disapproved

Approved
 Disapproved

 Executive Director of Supporting Programs

 Superintendent

**SYLACAUGA CITY BOARD OF EDUCATION
Sylacauga, Alabama**

FACILITY RENTAL CLAIMS RELEASE FORM

Release made by the undersigned, members of _____

_____ (name of organization), City of _____
_____, County of _____, to the
Sylacauga City Board of Education, 43 N. Broadway Avenue, Sylacauga, Alabama, 35150.

In consideration of permission granted to us, the undersigned, by the Sylacauga City Board of Education, to use the _____
_____ (describe facilities) at _____ (location), on _____
_____, 20_____, for the purpose of _____
_____, we hereby and forever discharge and release the
Board, and its employees, agents, and officers, their successors and assigns, from all debts, claims, demands, damages, actions and causes of action whatsoever, which we may now have or may hereafter have, as a result of our use of _____ (facility) on _____, 20____
_____.

In witness whereof, we, the undersigned, have executed this release at the place and on the day and year appearing after each of our signatures.

Signatures

Address

Date

PUBLIC USE OF SCHOOL FACILITIES - RULES AND REGULATIONS

Applications for Permits to Use School Facilities

It is the intent of the Sylacauga Board of Education to make our school facilities available to improve the quality of life in our community. Non-school groups or organizations wishing to use school facilities should make written application at least thirty (30) days before the proposed date of use. Application forms may be secured from the School Administrative office or on-line. The completed application shall be submitted to the Principal of the school which is desired for use, who shall note thereon his approval or disapproval and promptly transmit the same to the office of the Superintendent. The Superintendent or designee shall notify each applicant and the principal of approval or disapproval of the application as quickly as possible. If a school cafeteria and/or kitchen are used, the Superintendent or designee shall notify the Child Nutrition Program Director.

The school Principal shall be responsible for keeping or maintaining a schedule of meetings, events, or activities carried on in a particular school and shall advise the Superintendent if any proposed or desired non-school use conflicts with regularly or specially scheduled school activities.

Should a conflict arise between a scheduled non-school use and regular or specially scheduled school activity, the Board expressly reserves the right to cancel or withdraw its permit previously granted for such non-school use.

All required fees must be paid 7 days prior to use of the facility. The schools will bill and accept payments. Schools will send payments to the Board of Education for deposit along with a copy of the application. An application will not be binding upon the school district until fees are paid. Any additional fees that are incurred as part of the use of the facility, requests from renters, damages, etc. will be billed separately.

Notice of Cancellation

Seven calendar days notice prior to the scheduled event.

Time of Use

The school Principal is responsible for scheduling events associated with the building and campus. No events may be scheduled without his/her expressed consent.

Presence of School Employees at Meetings Held on School Property

The Principal, his/her designated representative, or a qualified member or members of the custodial staff shall be present and in the building as deemed necessary by the Principal during the time of any meeting held in the school or on its premises. It shall be the duty of the school employee to inspect the buildings and grounds after each meeting before locking the building. No one shall be allowed to operate or adjust equipment in a building unless approved by the Principal.

Presence of Law Enforcement

A Sylacauga City Police Officer is required to be on duty for the duration of the event. Payment and application must be made with the Sylacauga Police Department.

Damages and Liabilities

Those applying for use of school facilities must, as a condition of use, guarantee the immediate and full payment to the Board of any damage to, or destruction of, any school property occurring in connection with, or incidental to, its use thereof. The School District may require a performance bond be posted prior to the signing of the contract.

Applicants must also, as a condition of use, assume full liability for personal injuries arising from use of the facility for the particular rental period. The School District will require the signing of a hold harmless release by renting parties prior to signing of the contract.

General Conditions of Use

1. When school facilities are being used by non-school groups, no fixed school property shall be moved. Anyone in violation of this rule shall be denied further use of school facilities and held liable for any charges in returning property to its original place or position.
2. Egress and exits must remain free of any obstructions. Fire alarm system and exit signs must not be altered or covered.
3. Soft drinks may be allowed for sale and consumption in school buildings, upon approval of the Principal. Soft drinks must be dispensed in a paper, aluminum or plastic container and consumed only in lobbies, lunchrooms, or designated rest areas. State laws and city ordinances relating to school properties (controlling smoking and alcoholic drinks) will be strictly observed and enforced. No food or drink shall be allowed in the Sylacauga High School Performing Arts Center under any circumstances.
4. Before any non-school group shall be allowed the use of a facility, it shall be furnished copies of all policies, rules and regulations pertaining to use of school facilities. No agreement for use of school facilities shall be made until a statement is signed by a representative of the group indicating that such group understands fully all policies, rules and regulations governing use of school facilities and agrees to abide by same.
5. The issuance of a permit to use school facilities does not constitute Board endorsement of beliefs or opinions of the group.
6. It shall be the responsibility of persons or organizations using school buildings or grounds for any purpose to see that scheduled activities are confined to the areas for which a permit has been granted. Misconduct, violation or rules and regulations, or abuse of school property shall be deemed sufficient reason for canceling existing permits issued to that organization and/or denying the request for future permits.
7. It is the responsibility of the persons or organization renting a facility to provide all preparation including set-up, take-down, and equipment for the event. Special requests for assistance must be made on the application.
8. Sylacauga High School Performing Arts Center rental must include payment for Sylacauga City Schools staff to operate all audio/visual/lighting equipment.

9. In as much as the preparation and service of food in city schools are under the strict regulations of the Talladega County Health Department, no preparation or service of food for regular student meals by other than school lunchroom personnel shall be permitted in the kitchens or cafeterias. Catering firms and service organizations may utilize school cafeterias provided the area is cleaned to school system specifications. Kitchens may be used for school related dinners and banquets subject to the provision that school food service personnel be employed to assure proper cleaning of the area and equipment and assure proper and safe use of equipment.

Guidelines for Use of Kitchen and Cafeteria

A school cafeteria is the one room of the building where every student comes every day. To ensure the cafeteria is maintained in a clean and sanitary condition according to health department regulations, the following guidelines must be followed:

1. If the cafeteria is to be used for anything other student breakfast or lunch service, the organization is to notify the school CNP manager in writing at least two (2) weeks prior to the event for approval. Any conflicts in scheduling will be decided by the superintendent.
2. If kitchen services are required (i.e. cooler, freezer, ovens, ware washing, mopping) the school CNP manager and / or designated CNP personnel must be on duty the entire time to ensure that cleanup is completed according to sanitation codes and to secure the inventory and building.
3. All garbage is to be collected and bags securely tied. Garbage is to be placed in the outside dumpster.
4. The cafeteria tables are to be wiped with sanitizing solution. Tables and chairs are to be left in an orderly manner.
5. Floors are to be swept clean and mopped with sanitizing solution.
6. All equipment is to be left clean, sanitized, and turned off.
7. The morning after the event the cafeteria and kitchen will be inspected by the CNP manager for cleanliness and orderliness. Any damages or uncleanness may result in loss of deposit.
8. Child Nutrition or custodial employees must be on duty to turn off lights, set alarms, and lock up building.
9. Because tables, chairs, and smallwares are purchased with designated federal funds, they may be removed from the cafeteria or kitchen only with written permission from the CNP manager, CNP director, or Superintendent. The CNP manager will follow up to ensure any items removed from the cafeteria or kitchen are returned in good condition.

Use Fees

1. The fees for use of school facilities shall be reviewed periodically by the Board of Education.
2. The Board of Education may require at its sole discretion the employment of special services to assure adequate protection of individuals, facilities and equipment. Costs for these services are not covered in the base rental fee and shall be paid by the user.

3. No rental fee shall be charged to school-related groups such as booster clubs and PTA. In order to avoid conflicts, all groups are encouraged to submit a schedule of meetings for the year at the beginning of each school year.
4. The City of Sylacauga and City affiliated agencies holding cultural and educational events may use school facilities at no cost except those costs associated with required Board of Education staff or use of Board equipment. (If significant expenses are incurred due to operation of utilities during non-school hours, the agency using school facilities may be asked to offset these costs.)
5. Rental fees are as follows:

	<u>1st Hour</u>	<u>Each Additional Hour</u>
High School Performing Arts Center	\$200.00	\$100.00
High School Gymnasium	\$150.00	\$75.00
High School Lunchroom and Kitchen	\$200.00 per day	
High School Lunchroom only	\$100.00 per day	
High School Kitchen only	\$150.00 per day	
Nichols-Lawson Gymnasium	\$150.00	\$75.00
Nichols-Lawson Lunchroom and Kitchen	\$200.00 per day	
Nichols-Lawson Lunchroom only	\$100.00 per day	
Nichols-Lawson Kitchen only	\$150.00 per day	
Elementary Gymnasiums	\$150.00	\$75.00
Board of Education Main Conference Room	\$150.00	\$75.00
Athletic Fields (not including cost of utilities)	\$150.00	\$75.00

*Facilities can be rented for multi-day events at a cost negotiated with the Board of Education.

Rental fee does not include reimbursement to the Board of Education for the cost of required staff or equipment usage.

Such fees will be charged as follows:

- a. Certified staff as deemed necessary \$25/hour plus an additional \$5/hour paid to the Board to cover benefits for a total of \$30/hour.
- b. Lighting and Sound director \$25/hour plus an additional \$5/hour paid to the Board to cover benefits for a total of \$30/hour.
- c. Custodial/Food service staff - hourly wage including overtime and benefits, not to exceed \$40 per hour.
- d. **Renters cannot pay staff directly. Employees will be paid through Board of Education payroll.** Employees will not be paid until money is received from the rental agent.