

**REQUEST FOR USE OF FRANKLIN COUNTY SCHOOLS & FACILITIES BY COMMUNITY ORGANIZATIONS**

School to be Used: \_\_\_\_\_ Date Request Submitted \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Expected Attendance \_\_\_\_\_

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

Request Made By: \_\_\_\_\_ **Officer in Organization** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone – Home: \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

**BUILDING USAGE**

Date & Days of Use \_\_\_\_\_

Reoccurring Use

**Weekly** on: \_\_\_\_\_

Reoccurring Use

**Monthly** on: \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Starting Time \_\_\_\_\_ AM \_\_\_\_\_ PM Ending Time \_\_\_\_\_ AM \_\_\_\_\_ PM

**FEE SCHEDULE – If applicable**

**Area(s) Needed**

**Classroom(s)** Room #s \_\_\_\_\_ \$ 25 per day per room \$ \_\_\_\_\_

**Auditorium** \$100 per day \$ \_\_\_\_\_

Stage Light  Y  N \$50 plus personnel fee \$ \_\_\_\_\_

Sound System  Y  N one fee for either or both

**Gymnasium** \$100 per day \$ \_\_\_\_\_

**Auxiliary Gym (Franklin County High School only)** \$100 per day \$ \_\_\_\_\_

**Cafeteria** \$100 per day \$ \_\_\_\_\_

**Stadium and football field** – located on Dinah Shore Blvd when approved for use by local youth groups **\$50 per day**

**Stadium and/or Track** – located on Dinah Shore Blvd (nothing can be placed on the athletic field) - **25%** of gate receipt

**Use of other facility, or portion of the facility, which generates revenue for an individual or group** (exceptions are noted in Policy 3.206, page 1, lines 12-19) - **minimal charge of \$200 or 10% of net profit (the greater of these).**

**SUPERVISION – Required**

**Building/Facility Supervision** Estimate \_\_\_\_\_ hours at \$17.50 per hour \$ \_\_\_\_\_

Name of Employee (who is/will be on site representing Franklin County Schools) \_\_\_\_\_

Check if fees have been waived  By Whom \_\_\_\_\_

Custodial Service Estimate \_\_\_\_\_ hours at \$25.00 per hour \$ \_\_\_\_\_

Security (if requested by principal) Estimate \_\_\_\_\_ hours at \$25.00 per hour \$ \_\_\_\_\_

**Food Service Usage**

Kitchen/Equipment to be Used  Yes  No (Hourly fee will be charged for School Nutrition personnel who must be present if the kitchen is opened)

Cash, cashier's check or money order is required – to be received and properly receipted at least 48 hours prior to the scheduled event.

All organizations requesting use of Franklin County School Facilities shall submit a Certificate of Insurance at least two (2) weeks prior to the event. The Policy must name Franklin County School System as additionally insured for no less than ONE MILLION Dollars (\$1,000,000) for the Duration of the organization’s use of the facility. PLEASE MARK “PUBLIC SCHOOL USE” on the Certificate along with “No Participant is Excluded.”

**I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy rules and regulations of the Franklin County Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Franklin County Board of Education. I/We understand that no contract shall extend beyond June 30<sup>th</sup> of the current fiscal year.**

**I/We** agree to indemnify and hold harmless the FRANKLIN COUNTY BOARD OF EDUCATION from:  
 (A) Any claims, damages, costs and attorney fees for injuries arising, in part or in whole, from the organization’s use of the facility described above; and  
 (B) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents to observe applicable laws.

**I/We** further acknowledge that the Franklin County Government does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

**I/We acknowledge that all estimated fees for use of Franklin County School Facilities shall be paid in advance of use except for the percentage of gate receipts, which shall be paid not later than by one month after the event.**

**I/We** understand that building supervision, custodial services, and school nutrition workers and cafeteria manager fees will be charged as needed for building supervision, clean up, and/or use of kitchen facilities. I/We agree to pay any unexpected amount(s) billed for these services after use of the facility.

**I/We** understand that when the event is over for the day, all items belonging to the group/individual must be immediately removed. The physical condition of the facility must be left as it was before the event occurred – this includes the removal of all trash.

**I/We** understand that the signing individual or the sponsoring group will be held responsible for all damages to the premises resulting from the event (including the use of an available AED, if applicable).

Authorized Signature	Date
Name and Title (Please Print)	
Address	
Phone number –	

Payments shall only be made to: Franklin County Schools – Finance Department  
 P. O. Box 518 / 851 Dinah Shore Blvd.  
 Winchester, TN 37398  
 931-967-1279

**FORWARD COMPLETED REQUEST FORM TO: SCHOOL PRINCIPAL**

PRINCIPAL/SYSTEM DESIGNEE – Facility is available during time and dates requested	
Signature	Date

If the event is ‘for profit’ and a percent of the gate is required, the prior approval of the Director of Schools is required.			
Director of Schools	Approved	Not Approved	Date