



PROCEDURES FOR RENTING A SUMTER COUNTY SCHOOL DISTRICT FACILITY

Thank you for your interest in renting a Sumter County School District Facility. We have great facilities that are available to the public for events or activities. In order for your application to be processed, you must meet the following requirements:

Complete a *Facilities Use Form* and return it to the building-level principal along with:

1. Proof of Liability Insurance;
2. Release of Liability/Consent to Medical Treatment Form;
3. Facility Rental Fees;
4. Custodian and/or Cafeteria Service Fees

All *Facility Use Forms* and fees must be received in the Director of Operation's office no later than the first Monday of each month in order to be considered for approval by the Sumter County Board of Education.

You must follow all procedures and meet all requirement. If the above checklist is not adhered to, you will not be approved to use the facility.



SUMTER COUNTY SCHOOLS

FACILITY USE APPLICATION

****ALL BUILDINGS, FACILITIES, AND GROUNDS WITHIN SUMTER**

COUNTY SCHOOLS ARE TABACCO FREE ZONES**

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

SCHOOL REQUESTED: _____

PURPOSE OF MEETING: _____

DATE OF MEETING: _____

ANTICIPATED ATTENDANCE: _____ PROGRAM TIME: _____ TO _____

FACILITIES NEEDED

CHARGE

_____ Media	\$50.00
_____ Classroom	\$50.00
_____ Cafeteria	\$200.00
_____ Gymnasium	\$250.00
_____ Football Stadium	\$500.00

PLEASE MAKE CHECK/
MONEY ORDER PAYABLE
TO : **SUMTER COUNTY
BOARD OF EDUCATION**

TOTAL FACILITY CHARGE: AMOUNT CHARGED: \$ _____ NO CHARGE _____

NOTE MAXIMUM 8 HOUR PER DAY USE

Custodial Services _____ hours x \$20.00 = \$ _____

Cafeteria Services _____ hours x \$20.00 = \$ _____

TOTAL SERVICES \$ _____

NOTE IF CAFETERIA IS RENTED, CAFETERIA SERVICES MUST BE PAID

TOTAL CHARGED: \$ _____

(INCLUDING FACILITIES AND SERVICES)

Applicant Signature: _____ Date: _____

Building Principal Signature: _____ Date: _____

Director of Operations Signature: _____ Date: _____

NOTE: The individual renting a school property must show proof of insurance before renting a property and sign the Release of Liability/Consent to Medical Treatment Form.

I. Use of School Property

1. It shall be the policy of the Board of Education of Sumter County to permit local groups, representing local civic, education, religious, fraternal, charitable and welfare organizations to use school properties respectively for meetings, play, programs and fund raising activities provided such use of the school properties do not interfere with any school activity.
2. The Board of Education of Sumter County will not permit the use of school properties by groups, which advocate communism or other purposes contrary to the school or public interest.
3. Use of any school property by any group is contingent upon agreement to abide by Board Policies, the payment of the fee or fees as established, and proof of insurance.
4. No alcoholic or malt beverages shall be served or used in the school properties at any time. No tobacco products are allowed on property or on campus.
5. The Sumter County School Nutrition Office has the right to decline any request for use of the properties due to: conflict with requested date, previous problems with organization, previous payment history, and at the request of the building principal.

II. Rules and Regulations

1. Request for use of the school property shall be made to the principal of the school in which the property is located. The principal shall determine whether or not the property should be provided on the requested date and hour, and, if so, shall make a definite commitment to the group for use of the property.
2. Commitments for use of the property may be made for more than one date to provide for rehearsals and performances.
3. A custodian or other responsible school employee must be present at each rehearsal or performance. A responsible cafeteria employee must be present for each use of a cafeteria. Any additional salaries and benefits are the responsibility of the individual or organization using the property.
4. Any addition, alternation or special arrangement of school property necessary for rehearsal, performance, or presentation shall be approved by the principal; and all expenses for such addition, alteration, or arrangement shall be borne by the group using the property.
5. No scenery, properties, or equipment shall be left on the property during school hours, without the approval of the principal. The school assumes no responsibility for scenery, properties, or equipment used by the group.
6. The group using the school property will be responsible for any damage to school property.
7. The Sumter County Sheriff's Department or Police Department will provide security. The school administration will determine if security is needed. The fee for security will be determined by the law enforcement agency. Payment will be made directly to the law enforcement agency by the Board of Education.

III. Schedule of Fees

Note: Fees stated are for the utilities and use of the facilities (cafeteria or gymnasium) only. The required services or custodians and/or cafeteria employees are additional costs to the sponsoring organization or individual. Community services and educational activities are exempt from fees, upon approval by the Superintendent of Schools or the Superintendent's designee.

1. For all local organizations or associations utilizing the property for local charitable or community benefits:
\$___ minimum charge for the first hour of use for each rehearsal, practice, presentation, or performance:
\$_____ for each additional hour or fractional part of an hour. (Please see Facility Use Form for applicable fees)
2. For all organizations or associations utilizing the property for commercial or other reasons that are not charitable or community oriented: \$___ minimum charge for first hour of use for each rehearsal, practice, presentation, or performance; and \$___ for each additional hour or fractional part of an hour. (Please see Facility Use Form for applicable fees)
3. Organizations or associations may cater their meals, however, to utilize a kitchen to prepare a meal, additional fees will be assessed for the use of available equipment. The organization or association will also be responsible for all direct costs involved including the following:
 - Salaries and wages of board of education personnel utilized in the preparation, serving, and cleaning required with the meal;
 - All food, serving supplies, cleaning supplies, and linens used;
 - All incidental expenses relative to the meal prepared and/or served.

Note: No food will be prepared in a school cafeteria except by regularly employed cafeteria employees. For a determination of the additional costs of preparing and/or serving a meal, the organization should contact the Director of School Food Nutrition, or manager of the cafeteria.

NOTE: The individual renting a school property must show proof of insurance before renting a property and sign the *Release of Liability/Consent to Medical Treatment Form*.

Release of Liability/Consent to Medical Treatment Form

PLEASE READ CAREFULLY AND SIGN BELOW TO INDICATE YOUR AGREEMENT.

NOTE: THIS FORM INCLUDES A RELEASE OF LIABILITY.

Please review and complete the sections below and sign in the space provided to indicate your agreement with all statements made in such sections.

AUTHORIZATION AND RELEASE OF LIABILITY

I understand and agree that my participation in any activity involves the risks of injury and even death from various causes, including but not limited to accidents, falls, strenuous and prolonged physical activity, dehydration, illness, collision, or dispute with other participants, whether related injuries, playing area and equipment defects, and negligence of any persons involved. I assume these risks. I hereby release, discharge, hold harmless and indemnify, and covenant not to sue, Sumter County, Georgia, Sumter County Board of Education, Sumter County School System, the City of Americus, Georgia, and all of the counties’ directors, officers, elders, trustees, employees, volunteers, insurers, agents and representatives, and all other persons associated (including without limitation any other participating teams, sponsors, parents, vendors, event workers, officials, drivers, and organizations), and the recreation directors as to any and all claims for personal injuries suffered by property damage, medical expenses, and economic loss arising directly or indirectly out of my participation, and any first aid medical care or treatment provided in the event of injury while participating in activities, and accepting claims that may not be released under applicable law. This Release of Liability shall be as broadly construed as allowed by law to include all claims and rights that I or other family members may have. If any provision of this Release of Liability is deemed invalid, the remaining provisions shall remain in full force and effect. This Release of Liability shall be binding on me, my family, heirs, next of kin, legal representatives, beneficiaries, successors and assigns. I give permission for free use of my name and picture in broadcasts, telecasts or written accounts for any participation in a sponsored event.

CONSENT TO MEDICAL TREATMENT

In the event I am injured or become ill during activities, I hereby authorize the Sumter County School District, its staff, and any and all volunteers to arrange for and consent on my behalf for emergency medical and dental care and treatment, including tests and radiology exams, and surgery, and hospital care and treatment, and to consent to medications for pain and other conditions as prescribed by medical personnel attending them. I am responsible for payment of any medical charges or expenses not covered by my insurance. My signature below indicates that all information provided in this form is true and accurate, and that I fully agree to all statements made on the form, including but not limited to the Authorization and Release of Liability and Consent to Medical Treatment. Each responsible party should sign. My signature indicates that I have all legal rights and responsibilities to sign this document.

Print Name

Signature

Date

Under 18: Parent/Guardian Signature

Date

Team Name

First Name

Last Name

DOB

Email

City/State

ZIP

Cell/Mobile

Emergency Contact Name

Emergency Contact Number