



Warren County Public Schools

Application for the Use/Rental of School Facilities

In consideration of submitting this application to the Warren County Public Schools and being allowed to use, rent, or have access to the facilities or property of Warren County Public Schools, it is understood and agreed that the person(s) and/or organization, its members, shareholders and sponsors hereby promise and bind themselves to defend, identify and hold harmless the school board of Warren County Public Schools, its agents, employees, servants, and representatives thereof from all suits, actions, claims demands, or costs or expenses of any kind, including professional fees, relating in any way to any claimed injuries or damages sustained by any person(s), or to any property in consequence of or on account of an act or omission by the person(s), group or organization whether arising under law, ordinance, regulation, decree, by-law or other source.

Applicant's Name

Address

City

State

Postal / Zip Code

Phone Number

Email

Specific Facility Requested:

- ASR
- EWM
- HJB
- LFK
- RJE
- SMS
- SHS
- WCMS
- WCHS

Please Check Appropriate Boxes:

- Gymnasium
- RJE Field
- Auxiliary Gymnasium
- Half-Court
- Wireless Access
- Auditorium
- Multi-Purpose Room
- Cafeteria
- Kitchen
- Classroom

Specific Items Requested:

- Table(s)
- Microphone
- Podium
- Projector & Speakers
- Bleachers Scoreboard

Organization:

Nature of Activity:

Please explain the days of the week requested for example: Tuesdays and Thursdays starting Sept. 9th through Feb. 6th.

Time Activity is Expected to START and END.

Setup Time and Breakdown Time:

Number of Guests Expected to Attend:

Name of Insurance Carrier:

It is agreed by and among the person(s), organizations, or groups submitting this application and/or using or having access to the facilities or property of Warren County Public Schools that none of the person(s), organizations, or groups are acting as an instrumentality, employee, servant, agent of the Warren County Public Schools and that they assume all responsibility and liability for use of or access to the facilities or property of Warren County Public Schools under this application. I have read and understand the rules & regulations on the back of this page.

A non-refundable deposit of \$100 is required and separate from the total facility charges. Checks can made to WCPS. If no damages occur during the event, the deposit will be applied to the final invoice or refunded at the end of your contract.

Events like recitals, graduations, and fundraisers require an Event Manager. Custodial charges apply for weekend events. Auditorium rentals will require an AV Tech from WCPS only.

Event Manager Fees: \$55.00 per hour
Custodial Fees: \$27.50 per hour – 2 hour minimum
AV Tech Fees: \$70.00 per hour

For building emergencies please contact, Jim White, Sodexo General Manager at 540-532-6537.

SIGN HERE

Facility Charges: _____

Custodian Charges: _____
\$27.50 per hour, Minimum of 2 hours

Food Service Charges: _____

Multiple Use Charges: _____
\$50.00 for Gymnasiums & Auditoriums

Event Manager Charges: _____
\$55.00 per hour

Total Facility Rental Charges: _____

Date Deposit Received: _____

Application Paid: _____

For Office Use Only

Approved by: _____ Date: _____
(Superintendent/Designee)

Copy to: Applicant, School Use of Facilities Coordinator, School Custodian, Custodial Forman/Designee

Regulations for Use of School Facilities (Effective July 1, 2012)

1. No organization may use the buildings or grounds at any time or in any manner that will interfere with the regular program of the school.
2. The WCPSB does not discriminate against any group/organization/business/individual.
3. The Priorities in Authorization are from highest to lowest: (a) school groups; (b) school related groups; (c) county government agencies; (d) civic groups; (e) church groups; (f) political groups; (g) other non-profit groups.
4. The School Board or its representatives must have free access to all facilities at all times.
5. The right to revoke a permit at any time is reserved by the school authorities.
6. Any organization desiring to move special properties into the school or grounds prior to or on the date of rehearsal or performance must obtain permission from the principal. All flats, curtains, and costumes must be treated for fire-retardation.
7. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
8. Reservations must be made at least two weeks in advance.
9. A minimum of \$1,000,000 liability certificate is required.
10. Permission for bringing equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty (30) days in advance before a formal agreement can be considered.
11. The parking of automobiles shall be restricted to designated areas.
12. The organization that uses the building and grounds shall be responsible for the conduct of its members.
13. Compensation for any damage done to school property shall be provided by the sponsoring organization.
14. Consumption of soft drinks shall be limited to such section or sections of the building as designated by the school authorities.
15. Warren County School Board policy prohibits the use of tobacco products by staff, patrons, or other persons in school buildings, and on school grounds at all times.
16. There shall be no alcoholic beverages or illegal drugs brought to or consumed in the building or on the grounds.
17. A custodian or other school employee shall be on duty for all activities in the building. The presence of a custodian on duty does not relieve the organization of responsibility for any damage to the property.
18. Except by special permission, a group shall not be permitted to remain after twelve midnight.
19. Building keys will not be provided to any group except in a declared emergency.
20. A school kitchen may not be used by an outside organization unless a cafeteria worker is employed during use. A separate check will be made out to WARREN COUNTY CAFETERIA FUND and sent with the Use of Facilities application and other checks (see #22 below).
21. Custodial Service: these include: opening and closing buildings, doors, windows; turning on and off lights and adjusting heating systems; and rendering reasonable supervision and assistance to using agency on behalf of school board. These do not include: transport of equipment or supplies; arrangement of any special furniture or equipment; total supervision of activities, crowd, etc.; and requiring additional hours beyond rental agreement.
22. Rental fee, by check, plus a separate check for a security or damage non-refundable deposit must accompany application form. The deposit fee will be applied to the final invoice. Checks should be made payable to Warren County School Board; if custodial services are to be provided, fees must be included in rental fee check.
23. The school board office requests that in case of cancellation, the applicant contact the school NO LATER THEN 4:00 P.M. TWO (2) WORK DAYS AHEAD OF THE SCHEDULED EVENT to make that date

and time frame available to the general public, this includes annual/organizational meetings.

- 24. The security or damage deposit will be refunded within 10 working days, pending clean-up and or damages. If damages occur that exceed the deposit, the group/organization/business or individual will be responsible to reimburse the Warren County School Board for the actual cost of repairs.
- 25. The Warren County School Board, through the Superintendent or her designee, reserves the right to waive/adjust fees for any organization.
- 26. Any organization using Warren County School Board facilities shall not engage in any illegal activities.
- 27. Violation of any of these Rules and Regulations may result in indefinite revocation of rental and use privileges.

Date

