

## Facility Use Fee Schedule

### **Classifications:**

Classification I: School-support and school-advisory groups

Classification II: Community service/civic organizations, charitable organizations, non-BCSS schools/colleges/universities, churches or other religious groups

Classification III: Private or for-profit organizations or businesses

*All Rates are Hourly Rates unless otherwise noted*

| Facility Type                     | Classification | Day            | Athletic Field* | Cafeteria | Gym<br>Rates are per event<br>4 hr limit | Parking Lot | Conference Room |
|-----------------------------------|----------------|----------------|-----------------|-----------|--|-------------|-----------------|
| Elementary, Middle or High School | I              | School Day     | \$0             | \$0       | \$0                                      | \$0         | \$0             |
|                                   |                | Non School Day | \$0             | \$75      | \$75                                     | \$0         | \$25            |
|                                   | II             | School Day     | \$25            | \$75      | \$75                                     | \$15        | \$25            |
|                                   |                | Non School Day | \$50            | \$100     | \$100                                    | \$15        | \$30            |
|                                   | III            | School Day     | \$50            | \$100     | \$100                                    | \$35        | \$30            |
|                                   |                | Non School Day | \$100           | \$150     | \$150                                    | \$35        | \$35            |

|                                      |     |                |       |
|--------------------------------------|-----|----------------|-------|
| Statham Elementary School Auditorium | I   | School Day     | \$0   |
|                                      |     | Non School Day | \$75  |
|                                      | II  | School Day     | \$75  |
|                                      |     | Non School Day | \$100 |
|                                      | III | School Day     | \$100 |
|                                      |     | Non School Day | \$150 |

|                                       |     |                | Board Room | Parking Lot | Conference Room |
|---------------------------------------|-----|----------------|------------|-------------|-----------------|
| Professional Development Center (PDC) | I   | Work Day       | \$0        | \$30        | \$20            |
|                                       |     | Non School Day | \$75       | \$30        | \$25            |
|                                       | II  | Work Day       | \$75       | \$35        | \$25            |
|                                       |     | Non School Day | \$100      | \$35        | \$30            |
|                                       | III | Work Day       | \$100      | \$40        | \$30            |
|                                       |     | Non School Day | \$150      | \$40        | \$35            |

\*For an athletic field rental use the school day row if lights will not be used and the non-school day row if lights will be used.

\*\* per Board Policy KG – Use of school facilities requires that an employee of the facility be on site for the duration of any activity.

APPLICATION FOR USE OF SCHOOL FACILITIES

BARROW COUNTY SCHOOLS
179 WEST ATHENS STREET
WINDER, GEORGIA 30680

Date of Application \_\_\_\_\_

Name of Organization Address Zip

Name/Title of Organization Representative Email Phone

Name or Type of Program or Event

FACILITY REQUESTED:

( ) Athletic Field ( ) Cafeteria ( ) Kitchen ( ) Gymnasium ( ) Parking Lot ( ) Board or Conference Room

DATE(S) REQUESTED \_\_\_\_\_ HOURS: \_\_\_\_\_ to \_\_\_\_\_

ADMISSION CHARGE: ( ) NO ( ) YES PURPOSE OF PROCEEDS: \_\_\_\_\_

\*NOTE: The site attendant and school nutrition employee will not perform custodial services.

If permission is granted, we hereby agree to comply with the policy and regulations of the Barrow County Board of Education and local school procedures which govern the use of its facilities, as set forth on the attachment of this application.

SIGNATURE TITLE

FOR SCHOOL USE ONLY

PRINCIPAL APPROVAL: \_\_\_\_\_

NUMBER OF STAFF NEEDED: \_\_\_\_\_

Custodial: \_\_\_\_\_ @ \$30.00/hour = \_\_\_\_\_

\*School Nutrition: \_\_\_\_\_ @ \*(see below) = \_\_\_\_\_

Facility Rental: (Area) \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

TOTAL = \_\_\_\_\_

Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

Rental and custodial fees to be paid to Barrow County Schools at least two weeks before the scheduled activity.

\*Kitchen Managers hourly rate plus time and a half plus appropriate benefits for each individual school site.

## GENERAL RULES FOR FACILITY USAGE:

1. A school representative must be present the entire time the facility is in use. This rule is per BOE policy and cannot be waived.
2. The use of any school facility for any purpose shall be initiated by a responsible member of the organization requesting use of the facility through the principal or designee. A responsible member is defined as a person, at least 21 years of age, who is a real property owner in Barrow County and is financially responsible.
3. School facilities are not to be used for commercial or personal gain.
4. Permission to use a school facility must be obtained from both the principal and the Superintendent or designee prior to use.
5. All applicants for the use of school facilities shall hold harmless the Barrow County School System from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school system facilities.
6. All applicants for use of school facilities must provide a \$1,000,000 general liability insurance certificate naming the Barrow County Board of Education as an additional insured on the policy. The insurance accord must be presented before usage of the facility. (Attach a copy of insurance policy to application.)
7. Use or possession of intoxicant drugs, alcohol, firearms, flammables, or obscene and profane language are prohibited on all school property. Use of tobacco in any form is prohibited on all school property.
8. All maintenance and/or modification of facilities and/or athletic fields are the responsibility of the Board of Education.
9. All payments for use of the facilities/employees should be made by check payable to the Barrow County School System at least two weeks before the scheduled activity. Cancellations must be received 48 hours before the scheduled activity in order to receive a refund.
10. No activity which violates federal, state, or local laws will be allowed.
11. No group shall use the facility for more than one year without special approval from the Superintendent or designee.
12. Church groups must furnish a copy of constitution, charter or by-laws, in the name of the church.
13. Libraries and school classrooms are not available for rent. Exceptions must be approved by the school principal.
14. Pyrotechnics may be used only with Board of Education permission.
15. Approved facility use dates are subject to cancellation if unanticipated school related conditions and/or activities arise.
16. Animals, other than service animals, are not allowed in school buildings without prior approval from the principal.

17. Security is the responsibility of the renting organization. Security arrangements must have principal/superintendent approval prior to the event.
18. Nothing may be attached to the building structure.
19. Lessee is responsible for leaving the leased area in the same condition as they found it.
20. Applications to use school facilities will be denied or cancelled if requested usage is determined by a school official not to be in the best interest of the school system.
21. Fire, health, and safety regulations and codes of the State Fire Marshall, Board of Health, local agencies, Barrow County, and the State of Georgia must be followed at all times. Any permits required shall be the responsibility of the applicant. All material used for decorative purposes must be approved in advance by the principal or designee.
22. Regular rental of school facilities does not imply the provision of storage facilities for supplies or equipment.
23. The sponsoring organization is responsible for the conduct of the group using the facility and its representative shall be the responsible person in charge of the group. The person signing the Facility Use Application is responsible for any damage caused by the sponsoring organization.
24. A damage deposit may be required, based on the judgment of the Director of Maintenance, as a condition of usage.
25. Application and interpretation of the General Rules for Facility Use and Facility Use Fee Schedule, or decision to waive or alter the rules or fee schedule shall be at the discretion of the Superintendent or designee.
26. Exceptions to these rules must be approved by the Superintendent or designee.