

**APPLICATION FOR USE OF SCHOOL FACILITY**  
**Troup County Board of Education**  
**GENERAL FACILITY USE**

FOR OFFICE USE ONLY

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rental Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
 Penalties Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
 (if any)

Name of Group/Individual/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Title: \_\_\_\_\_

Event Name: \_\_\_\_\_ Phone (w): \_\_\_\_\_

Event Type:  Concert  Ballet/Dance  Play  Band/Orchestra  Other \_\_\_\_\_  
 Phone (c): \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Dates and times requested: \_\_\_\_\_

Event/Activity Description: \_\_\_\_\_

Will admission be charged?  Yes  No Prices: Adult \$ \_\_\_\_\_ Child \$ \_\_\_\_\_

**A SECURITY DEPOSIT IS REQUIRED FOR ALL RENTALS AND MUST ACCOMPANY THIS APPLICATION.**  
**This deposit is refundable if all criteria are met.**  
**SECURITY DEPOSIT FOR AUDITORIUMS WILL BE \$300.00.**  
**SECURITY DEPOSIT FOR OTHERS AREAS OF FACILITY WILL BE \$100.**

AREA (check all that apply)	# Hours Reserved	Rental Rate (per hr or any part thereof)		Utility RATE	Amount
<input type="checkbox"/> Classroom/ # rooms		\$10/hr/room	plus	\$4 /hr	=
<input type="checkbox"/> Lunchroom		\$20/hr	plus	\$15 /hr	=
<input type="checkbox"/> Kitchen		\$75/hr	plus	\$5 /hr	=
<input type="checkbox"/> Multi-purpose room		\$30/hr	plus	\$10/hr	=
<input type="checkbox"/> Gymnasium		\$40/hr	plus	\$20/hr	=
<input type="checkbox"/> Athletic Fields <input type="checkbox"/> Day <input type="checkbox"/> Night		\$10/hr	plus	\$ 0 Day	=
		\$10/hr	plus	\$20/hr Night	=
<input type="checkbox"/> Auditoriums		\$600 (1-4 hrs) Additional time \$75/hr	plus	\$15/hr	=
<input type="checkbox"/> Required Custodial Service		\$27/hr (a minimum of 2 hrs is required)	plus	\$15/hr	=
<input type="checkbox"/> Personnel Needed (technical,administrative,etc.)		\$_____per hour			=
				<b>TOTAL</b>	

**NOTICE:** Completion of this application, including your security deposit, Principal's approval and Assistant Superintendent's approval is required to reserve this facility. Personal checks for full payment are required 30 days before event or a Cashier's Check for full payment will be accepted no less than 10 days prior to event. **Additional** custodial charges and/or technician charges and any charges for damages to the facility will be billed following the event and will be payable with thirty (30) days of invoice to the Troup County Board of Education, 100 N. Davis Road, Bldg. C, LaGrange, Georgia 30241, ATTN: Operations

**SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE**

In consideration of being permitted to use facilities of Troup County Board of Education, I do hereby covenant and agree that the Troup County Board of Education, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premises of the Troup County Board of Education, or any part thereof, or by defect in any building, structure or improvement thereon, or any equipment to be used therein, or because of the same being out of repair or arising from any act of omission of the undersigned or its agents, employees, nor shall the above enumerated entities be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents or other persons entering upon or using said premises or any part thereof, or to any property placed thereon.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the undersigned for the benefit of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the above enumerated entities and said premises harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the Troup County Board of Education or in the use or occupancy of the premises or arising from any state or condition of said premises or any part thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATE OF APPLICANT**

I, \_\_\_\_\_, certify that I am an officer in the above named organization and that I am authorized to execute this agreement. I further certify that I have read the Troup County School System Procedure for Use of School Facilities, and that we hereby bind our organization to the conditions of the procedures. I also understand and agree that the Superintendent reserves the right to cancel this agreement upon our failure to comply with the procedures set forth.

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2011.

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**FACILITY NOTES (IF APPLICABLE)**

Some auditoriums have sound, lighting and rigging equipment. For performances and rehearsals needing sound, lights, and rigging a Troup County Schools trained technician must be secured. Principal of school will not finalize a date on the calendar until the rental party meets with the Principal and technical requirements are established. The technician fees are paid hourly in addition to performance hall (rehearsal and performance) rental charges. The application form includes a category for technician fees. No fees are to be paid directly to a school system technician.

**THIS SECTION TO BE COMPLETED BY THE SCHOOL ADMINISTRATION**

I, \_\_\_\_\_, Principal of \_\_\_\_\_ certify that I have  
(Principal's Name- Please print) (Name of school)  
reviewed this application. In my opinion, the application \_\_\_\_\_ can or \_\_\_\_\_ cannot\* be scheduled as requested.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Principal)

\*The use of this facility is disapproved because: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY CENTRAL OFFICE**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of the Assistant Superintendent for Operations)

\_\_\_\_ Approved

\_\_\_\_ Disapproved

NOTES, COMMENTS, or SPECIAL INSTRUCTIONS

\_\_\_\_\_

TROUP COUNTY SCHOOL SYSTEM  
Procedures for Use of School Facilities

1. School programs, school sponsored activities, and school related activities shall have priority for the use of school facilities without charge.
2. Use of school facilities by a non-school related organization or individual will be on a temporary basis for non-profit events. Under normal circumstances "temporary" will be considered a maximum of 90 days. Extensions beyond the 90 day period may be granted by the Assistant Superintendent for Operations based upon his review and approval of the extension request. Permanent scheduled use by non-school organizations is prohibited.
3. An employee of Troup County School System must be present to unlock the building and supervise the use of the building facilities. Group activities on the grounds will be permitted upon request with the approval of the principal, provided supervisory personnel for the particular group shall assume complete responsibility for the liability for personal injury and/or damage to the buildings and/or premises.
4. Non-school related organizations using school facilities will be required to pay a security deposit and fees for the facility rental, the cost of utilities, custodial services and technical services where applicable.
5. School equipment shall be operated by an employee of the Troup County School System as authorized by the principal.
6. The sponsoring agency of any activity shall be responsible for securing adequate police protection if this service is required by the activity planned.
7. All activities shall be in compliance with local, state, and federal laws and shall be in keeping with school board policies. Authorization for use of school facilities shall not be considered an endorsement or approval of the activity, group, or organization nor the purpose they represent.
8. All applicants for use of school facilities shall hold the Board free and without harm from any loss or damage liability or expenses that may arise during or be caused in any way by such use or occupancy of system facilities.
9. All applicants must recognize and consider the risk they are assuming under the same harmless agreement and covenant not to sue which they must accept and agree to the terms thereof prior to any approval for use of school grounds and/or facilities.
10. A written request for permission to use a facility shall be filed by an officer of the sponsoring organization/group with the local school principal. Such request must be made on the school system's Application for Use of School Facility. The school principal will determine if the applicant fulfills the requirements of this procedure. The application, with the principal's recommendation, will be forwarded to the Assistant Superintendent for Operations for review and approval.
11. Other governmental or quasi-governmental agencies not covered by this procedure may request permission for use of a school facility on a short-term emergency basis. Such request must be made on the school system's Application for Use of School Facility and submitted directly to the Assistant Superintendent for Operations.
12. Any applicant wishing to appeal the decision of a Principal or the Assistant Superintendent for Operations may appeal directly to the Troup County Superintendent of Schools.
13. The Superintendent reserves the right to cancel any permission granted.
14. Groups receiving approval for use of a school facility are restricted to the dates, times and facility area specified in the application.
15. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
16. The use of tobacco products, alcoholic beverages, profane language, or gambling in any form is not permitted on school campuses or in school buildings.
17. Requests for use of the Troup High Fine Arts Auditorium must be made on the Application for Use of School Facilities form designed specifically for the Fine Arts Auditorium.
18. The Assistant Superintendent for Operations reserves the right to move an event to another facility which will better use the space available for the expected number of attendees and will notify the renter.

I have read and understand procedures referenced above. \_\_\_\_\_  
(initial)

**Revised July 2011**

Since the schools belong to the people of the school community, and since the plant facilities are established, maintained, and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interests of the school system.

More specifically, it is the Board's intention to grant the use of the school facilities under the superintendent's regulations for activities of an educational, cultural, civic, social, recreational, governmental and general political nature which are to be sponsored by responsible, recognized local persons, organizations, agencies or institutions.

**Types of Activities Prohibited**

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste to be injurious to the buildings, grounds or equipment.
3. Any activity that serves (or uses) alcohol, malt beverages, tobacco, or drugs.
4. Commercial enterprises.
5. Fund-raising campaigns except as permitted by board policy or special action of the board.
6. Activities which are discriminatory in the legal sense.
7. System facilities will not be made available to individuals or families for any use including, but not limited to, funerals, wakes, weddings, or family reunions.

**Granting of Approval**

The Superintendent or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above purposes and limitations. All requests should be initiated with the principal and approved by the Superintendent or designee. As part of the application form, all applicants for use of any facility must execute an agreement to hold the Board of Education and its employees, agents, or volunteers harmless from any and all loss or damage that may arise during or be caused in any way by use of the facility. This hold harmless agreement shall include the indemnification for any damages done to the building or property owned by the Troup County Board of education as well as any claim for damages made by anyone else. Further, the agreement shall include a specific release on behalf of the organization. The Troup County Board of Education/District shall be named as additional insured on any required insurance policy.

The right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

**Fees**

The Board will approve a schedule of fees for school facilities use based upon actual costs as determined by the administration. The Superintendent, with Principal recommendation, may waive or adjust fees for certain uses or for non-profit groups. Refundable deposits would still be required.