

**Transylvania County Schools
Facility Use Application**

SCHOOL _____ FACILITY _____ DATE _____

| DATE | TIME | DATE | TIME |
|------|------|------|------|
| | | | |
| | | | |
| | | | |
| | | | |

PURPOSE OF USE _____

NO. PARTICIPANTS _____ ADULT _____ CHILDREN _____

APPLICANT GROUP _____

CONTACT PERSON _____ PHONE: WORK _____

ADDRESS _____ HOME _____

CONDITIONS OF USE

1. The applicant hereby agrees to save and hold harmless the Transylvania County Board of Education from any and all claims for damage to person and property that may arise out of the use of the facility and/or equipment, without regard to whether the damage, personal or otherwise, is brought about or caused by the negligence of the applicant, the Transylvania County Board of Education, or any person, organization, firm or corporation.
2. The applicant will leave the facility clean and in good order (as found) at the completion of use. A clean up fee may be charged if the facility is not left clean and in good order.
3. The applicant is responsible for and agrees to pay for damages done to the property of the Transylvania County Board of Education, excluding ordinary wear and tear.
4. School functions, scheduled or make up, have precedence over other contracted events.
5. Rental fees are to be paid after completion of the contracted dates. Site supervisors are to be paid at the conclusion of the event.
6. A copy of the regulations for facility use (KG-R) shall be given to each applicant.
7. The applicant agrees to pay the following itemized charges:

Rental _____ Site Supervisor (@ \$8.00/hour minimum) _____

Special Conditions _____

(Signature of Principal) _____ (Date) _____

(Signature of Authorized Agent of Applicant) _____ (Date) _____

RECORD OF PAYMENT

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| Date | | | | | | | |
| Amount | | | | | | | |
| Received by | | | | | | | |

IMPORTANT: SEE OTHER SIDE

IMPORTANT

~~This executed application/contract reserves the named facility for your use. Arrangements for entry to the facility and supervision of use must be made with the school principal/designee at least **TWO WEEKS** prior to use. This is the responsibility of the applicant.~~

RULES FOR USE

- ~~1. No tobacco use in any building.~~
- ~~2. No alcoholic beverages or narcotic/controlled substances brought to and/or consumed on educational property.~~
- ~~3. Principal must approve any change to facilities or equipment.~~
- ~~4. The applicant is responsible for maintaining order; could require use of law enforcement.~~
- ~~5. The use of a school cafeteria shall require the presence of cafeteria staff to be compensated by the user.~~
- ~~6. Site supervisor shall be compensated at a rate of at least \$8.00 per hour.~~
- ~~7. The principal will provide a list of approved site supervisors to the applicant. It shall be the responsibility of the applicant to contact and arrange for a site supervisor prior to the completion of an application.~~
- ~~8. The site supervisor shall be responsible for opening the facility, supervising the activity, checking the area for cleanliness and possible damage, and securing the facility at the conclusion of the activity.~~
- ~~9. Scheduled fees must be paid as arranged. Make checks payable to the school.~~

~~APPROVED BY BOARD
AND EFFECTIVE 8/7/79
REVISED 11/20/95~~