

# Greeneville City Schools Facility Use Form

General Information **\*\*Please Fill Out in Entirety\*\***

Organization requesting use of Facility \_\_\_\_\_

Phone number of Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Phone number of Organizer: \_\_\_\_\_ Number to be used during Event: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

(Box Number)

(Street)

(City)

(State)

(Zip)

Person making Request: \_\_\_\_\_ Title: \_\_\_\_\_

Purpose of Request\*: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Event Times  S \_\_\_\_\_  M \_\_\_\_\_  T \_\_\_\_\_  W \_\_\_\_\_  
*Check appropriate days and list times the facility is to be opened and closed*  
 T \_\_\_\_\_  F \_\_\_\_\_  S \_\_\_\_\_

Open      Close      Open      Close      Open      Close      Open      Close      Open      Close

**\*School Property may only be used in accordance with the rules and regulations of the Greeneville City Board of Education.**

<b>Hal Henard</b>	Usage Fee	Number of days	=	\$
Gymnasium and commons	\$ 500.00	x _____	=	\$ _____
Commons	\$ 150.00	x _____	=	\$ _____
Concessions Stand	\$ 150.00	x _____	=	\$ _____
Score Clocks	\$ 75.00	x _____	=	\$ _____
Kitchen	\$ 150.00	x _____	=	\$ _____
Stage	\$ 150.00	x _____	=	\$ _____
<b>Sub Total:</b>				<b>\$ _____</b>

<b>Greeneville High School</b>	Usage Fee	Number of days	=	\$
Gymnasium	\$ 300.00	x _____	=	\$ _____
Café	\$ 300.00	x _____	=	\$ _____
Auditorium	\$ 300.00	x _____	=	\$ _____
Concessions Stand	\$ 150.00	x _____	=	\$ _____
Score Clock	\$ 75.00	x _____	=	\$ _____
Kitchen	\$ 150.00	x _____	=	\$ _____
Sound System	\$ 150.00	x _____	=	\$ _____
Burley Stadium	\$ 350.00	x _____	=	\$ _____
Practice Field	\$ 150.00	x _____	=	\$ _____
<b>Sub Total:</b>				<b>\$ _____</b>

# Greeneville City Schools Facility Use Form

<b>Greeneville Middle School</b>	Usage Fee	x	of days used	=	\$
Gymnasium	\$ 300.00		_____	=	\$ _____
Commons	\$ 150.00		_____	=	\$ _____
Football field & Track	\$ 150.00		_____	=	\$ _____
Sound System	\$ 150.00		_____	=	\$ _____
Score Clock	\$ 75.00		_____	=	\$ _____
Kitchen	\$ 150.00		_____	=	\$ _____

Sub Total: \$ \_\_\_\_\_

<input type="checkbox"/> <b>EastView Elementary</b>					
<input type="checkbox"/> <b>Tusculum View Elementary</b>					
<input type="checkbox"/> <b>Highland Elementary</b>					
	Usage Fee	x	Number of days	=	\$
Gymnasium	\$ 200.00		_____	=	\$ _____
Commons	\$ 150.00		_____	=	\$ _____
Football field & Track	\$ 150.00		_____	=	\$ _____
Sound System	\$ 150.00		_____	=	\$ _____
Score Clock	\$ 75.00		_____	=	\$ _____
Kitchen	\$ 150.00		_____	=	\$ _____

Sub Total: \$ \_\_\_\_\_

### Services

Custodial Staff	\$ 25.00	x _____	x _____	=	\$ _____
	Hourly Fee	Number of hours	Number of staff		
Cafeteria Staff	\$ 35.00	x _____	x _____	=	\$ _____
	Hourly Fee	Number of hours	Number of staff		
Stadium/ Field lighting	\$ 15.00	x _____		=	\$ _____
	Hourly Fee	Number of hours			
Snow Removal		Operations dept to provide actual cost of services		=	\$ _____

Sub Total: \$ \_\_\_\_\_

**Make Payment to:** Greeneville City Schools, PO Box 1420,  
Greeneville, TN 37744

*No funds shall be paid individually to any employee or individual school for use of facilities. Hold Harmless clause on page 3 must be completed. See page 4 for policy and procedures.*

Total from all lines above	\$ _____
Deposit	\$ _____
<b>Pay this amount</b>	<b>\$ _____</b>

### Office Use Only

Director of Schools Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Finance Office Approval: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Operations Department notified:  Custodial Manager notified:  Facility Principal notified:  Proof of insurance attached:   
 Nutrition Coordinator notified if applicable:  Indemnification and Hold Harmless Agreement attached:

# Greeneville City Schools Facility Use Form

## Indemnification and Hold Harmless Agreement

The undersigned, in consideration of making available to it the premises hereinafter described on the date(s) and time(s) hereinafter specified, agrees with the Greeneville City Schools, an agency of the Town of Greeneville, Tennessee, the owner of the premises, as follows:

- To indemnify and hold harmless the Town of Greeneville and Greeneville City Board of Education from and all liability, including attorney fees and cost of defending claims and suit, arising or growing out of the use by the undersigned of the premises hereinafter described and assume the risk for injuries that may be sustained in pursuit of activities while on the premises.
- To provide Greeneville City Schools with a certificate of comprehensive general liability insurance policy in the amount of one million dollars (\$1,000,000) naming the Greeneville Board of Education as additional insured and properly endorsed so as to extend the coverage to the undersigned's contractual obligation under the terms and provisions of this hold harmless and indemnification agreement. The organization will also obtain appropriate release from each individual participant in the activity.

The premises and the date(s) and time(s) that they are to be made available to the undersigned are described on pages 1 & 2 of this Facility Use Form.

At the conclusion of the event sponsored or conducted by the undersigned, the undersigned agrees to return the premises to Greeneville City Schools in the same condition that they were in when delivered. If any damage occurred while the undersigned was in position of the premises, the undersigned agrees to pay for the cost of all necessary repairs to restore them to their original condition.

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Organizer signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief Financial Officer)

\_\_\_\_\_  
(Date)

## **Guidelines for Greeneville City Schools facility use**

1. Requests for the use of school facilities by community groups shall be made at the Business and Finance office 3 weeks prior to the date of use.
2. Payment of use of the facility must be remitted to the business office before use. No payment shall be made directly to any individual employee of the Greeneville City Schools.
3. Groups using the facility will be allowed to access the facility only during the times listed on page 2 of the facility use form.
4. School facilities may not be used for private profit. TCA §49-2-405.
5. Groups using the facility will be responsible for any damage to the facility, equipment, or the contents of any equipment. For the purposes of this policy, "equipment" shall include, but not be limited to: milk coolers, ice cream freezers, refrigerators, fire extinguishers, automatic defibrillators, sound systems, video equipment, etc.
6. Groups using the building are expected to observe all fire and safety regulations.
7. The user must insure that all local, state and federal laws are complied with at all times.
8. The use of tobacco products in any form, alcoholic beverages, drugs/controlled substances, and profane language is not permitted on school property. Additionally, Gambling in any form is not permitted on school property. TCA §39-17-432.
9. It is not lawful to possess firearms and weapons on school property. TCA §39-17-1309.
10. Use of the school facilities by outside entities shall not interfere in any way with the activities of the school.
11. The Director of Schools or his/her designee reserves the right to cancel a facility use agreement when such action is deemed necessary in the best interest of the school system.
12. A Greeneville City Schools Custodian must be on premises at all times during use of any facility. Keys will not be provided to outside organizations or individuals. The on-site custodian will have the necessary keys for areas leased. The number of custodians placed at a facility will depend on the nature of the event, anticipated attendance, and the hours of operation. Custodian(s) are placed on site to open and close the facility, maintain restrooms and provide general assistance with the operation of the facility.

13. When school kitchens are used, a member of the cafeteria must be present to supervise the use of kitchen equipment.
14. In the event parking lots and walks become snow or ice covered during the time(s) a facility is to be used by an outside entity and the event is not cancelled, the group renting the facility will be responsible for reimbursing the school system for snow removal and the cost of salting the walks and parking lots. The reimbursement fee will be based on actual man hours of service, number of vehicles or equipment used, and the amount of salt and ice melt used. These fees can vary greatly depending on the amount of snowfall, temperature, and the facility.
15. If the outside entity requesting use of the facility plans to advertise the event, all advertisements printed or verbal, must clearly identify the sponsoring organization and contain the statement, "**this is a non-school sponsored activity**". Additionally, the sponsoring organization must attach any printed flyers/leaflets about the activity and the script of any radio or television advertisements.
16. All activities must be under competent adult supervision. It will be the responsibility of the individual(s) from the organization utilizing the school facility to provide adequate supervision for the duration of the event. Some organizers have requested the presence of police officers, if this is the case; these fees are to be assessed and paid through the Greeneville Police Department.
17. Attaching or suspending items from roof trusses or building framing members is prohibited.
18. Parking on grass areas is prohibited.
19. Certain types of tape will damage gym flooring and or the finish on tile floors, only blue painters tape will be permitted on floors.
20. If extension cords are used, they must be properly grounded, safely routed and covered (see 19 above) so as not to be a tripping hazard.
21. The electrical system in each facility has been designed for an educational setting which cannot handle excessive lighting or sound system loads. Alterations to accommodate these types of loads will not be permitted. Groups that use equipment that requires such power must provide their own source of electrical power. This equipment must be inspected by the State Electrical inspector and proof of inspection provided to the Greeneville City Schools Operations Department before any such equipment may be energized. (see *National Electrical Code Article 525*).
22. If during an event a member of the maintenance staff is required to come on the premises due to stopped up sewer lines, electrical, or other maintenance issues as a result of the event, a maintenance fee of \$25 dollars per hour, per man will be assessed for the services.
23. Greeneville City Schools has entered into a contract with the Pepsi Cola Company as the sole supplier of carbonated beverages, sport drinks, and bottled water. If carbonated beverages, sport drinks and bottled water are to be sold or served by individuals/ organizations using a system facility, Pepsi products must be used and purchased through our vending agent. All drink containers must be plastic, no glass containers will be allowed. Drink machines located in areas that are to be used must remain operational at all times. The Pepsi Company representative is Russ Stockton 540-204-8778.

24. Cancellation of events with less than four (4) hours notice may result in reimbursement of charges for personnel costs.

The presence of the signature below indicates the event organizer clearly understands the rules set forth for the use of Greeneville City Schools facilities, and indicates that the rules will be followed at all times.

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Organizer signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief Financial Officer)

\_\_\_\_\_  
(Date)