

CHEATHAM COUNTY SCHOOL DISTRICT

Community Use of School Facilities

Any organization which requests the use of school facilities shall make request directly at the office of the principal. Each request will require the principal or designee to complete the appropriate use of facilities forms and provide additional documentation when necessary. Upon principal approval, the following procedures will be completed:

1. Principal sends requests, forms, and documentation to the Board of Education, attention Assistant Director of Maintenance.
2. Assistant Director of Maintenance reviews and submits appropriate requests for maintenance and custodial services.
3. Assistant Director of Maintenance submits forms to Finance Department for approval and calculation of fees.
4. Finance Department reviews and approves fee schedule. Finance Department contacts organization for confirmation and outlines payment options.
5. Finance Department confirms use of facilities with principal.
6. Finance Department invoices organization. Fees collected for use of facilities will be deposited in General Purpose School Fund 141 appropriate revenue accounts.

REQUEST FOR USE OF CHEATHAM COUNTY SCHOOLS & FACILITIES BY COMMUNITY ORGANIZATIONS

Central Office Use

Date Rec'd _____

School to be Used: _____

Purpose of Use: _____ Expected Attendance _____

Organization Name: _____

Request Made By: _____ Title in Organization _____

Invoiced _____

Paid _____

Mailing Address: _____ City _____ Zip _____

Cell Number: _____ E-Mail _____

BUILDING USAGE

****PLEASE FILL THIS FORM OUT IN ITS ENTIRETY****

Date & Days of Use _____ S M T W TH F ST

Reoccurring Use _____ S M T W TH F ST

Weekly on: _____

Reoccurring Use _____ 1st 2nd 3rd 4th 5th S M T W TH F ST

Monthly on: _____

Starting Date _____ Ending Date _____

Starting Time _____ AM _____ PM Ending Time _____ AM _____ PM

FEE SCHEDULE - If applicable

DO NOT LEAVE BLANK

Area(s) Needed			
Classroom(s)	Room #s _____	\$15 / day per room	\$ _____
<i>Limited classroom use per board policy</i>			
Auditorium		\$40 / hour	\$ _____
Stage Light	Y _____ N _____	\$40 / hour plus \$25 / hour personnel fee (plus taxes)	\$ _____
Sound System	Y _____ N _____		
Gymnasium		\$40 / hour	\$ _____
Auxiliary Gym (High Schools Only)		\$30 / hour	\$ _____
Gym for Jr. Sports Groups Only		\$20 / hour	\$ _____
Cafeteria		\$20 / hour	\$ _____
Stadium/Track/or other Game Field		\$40 / hour	\$ _____
Campus (Outside Building, Parking Lot)		\$20 / hour	\$ _____
Supervision - Required			
Building Supervision	See Note 1	\$25 / hour (plus taxes)	\$ _____
Name of Supervisor	_____ <input type="checkbox"/>	Check if supervisor is waiving fees.	
Custodial Services		Check here if needed	<input type="checkbox"/>
<i>*Custodial service based on actual time for cleaning as needed and determined by contractor</i>			
\$ _____			
Food Service Usage			
Kitchen/Equipment to be Used		(Hourly fee will be charged for Food Service Personnel who must be present if kitchen is opened.)	\$ _____
TOTAL ESTIMATED FEE			
\$ _____			

Note 1:

When multiple rooms are used, supervision is calculated on one room. Supervision for outside as required

MAKE PAYMENT TO: CHEATHAM COUNTY SCHOOLS, 102 Elizabeth Street Ashland City, TN 37015

No funds shall be paid individually to any employee or individual school for use of facilities.

Hold Harmless Clause on page 2 must be completed. See page 2 for policy and procedures.

REQUEST FOR USE OF CHEATHAM COUNTY SCHOOLS & FACILITIES

All organizations requesting use of Cheatham County School Facilities shall ATTACH a Certificate of Insurance with the Request for Facilities Use form. The Policy must name Cheatham County Board of Education as additionally insured for no less than ONE MILLION DOLLARS (\$1,000,000.00) for the duration of the organization's use of the facility. PLEASE MARK "PUBLIC SCHOOL USE" ON THE CERTIFICATE along with "No Participant is Excluded".

AGREEMENT

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy rules and regulations of the Cheatham County Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Cheatham County Board of Education. I/We understand that no contract shall extend beyond June 30th of the current fiscal year.

I/We agree to indemnify and hold harmless the CHEATHAM COUNTY BOARD OF EDUCATION from:

- (A) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole from the organization's use of the facility described above; and,
- (B) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents, to observe applicable laws.

I/We further acknowledge that the Cheatham County Government does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

I/We understand that building supervision, custodial services, cafeteria worker and cafeteria manager fee will be charged as needed for building supervision, clean up, and use of kitchen facilities. I/We agree to pay the amount(s) billed after use of the facility. *Please do not alter the verbiage on this form in any way*

Authorized Signature	Date
Name: (Please Print)	

PAYMENTS SHALL ONLY BE MADE TO:
Cheatham County School System
c/o Finance Department
102 Elizabeth Street
Ashland City, TN 37015

FORWARD COMPLETED REQUEST TO: SCHOOL PRINCIPAL

QUESTIONS? Maintenance/Transportation Department - Jeff Hobbs
615-792-5664 jeff.hobbs@ccstn.org

Upon acceptance by the CCBOE Maintenance/Finance Department,
an approved copy of this Request will be returned to School Administration.

PRINCIPAL SIGNATURE - Facility is available during time and dates requested:	
This does not constitute final approval which resides with Maintenance & Transportation/Central Office	
*Note to Principal: Do you feel there is a need for a law enforcement officer to be present for this event?	Yes No
If yes, please explain:	
Central Office/Finance Department - Event falls within policy guidelines and insurance sufficient for use.	
Date	

SCHOOL PROGRAMS ONLY

Cheatham County Teacher-Staff Request for Use of Facilities

(Community organizations complete the facility form specified for community organizations.)

****Please fill form out in its entirety****

Central Office Use

Date Rec'd _____

*****SUBMIT FORM TWO WEEKS PRIOR TO EVENT*****

School to be Used: _____

Department - Club - Sport: _____

Fundraiser? _____

Yes - If so, what fund? _____

No

DO NOT LEAVE BLANK

Room or Area(s) Requested:

*****Required for Energy Management & Custodial*****

Cafeteria

Kitchen *(The law requires food service personnel to be present if kitchen is used. A fee will apply.)*

Auditorium

Gym

Auxiliary Gym (High Schools Only)

Classroom(s)-**ROOM NUMBER (#)**

Library

Other (please indicate area)

Please indicate SPECIFIC room numbers

Day(s) & Date(s): _____

Day(s) S M T W TH F ST

(You may attach a specific schedule for your convenience.)

Type of Function: _____

Expected Attendance: _____

Time Activity (Event) Will Begin: _____ AM
_____ PM

Time Event Will End: _____ AM
_____ PM

Custodial Help Needed: _____

Custodial fees may be necessary at any time, especially for Saturday & Sunday use.

Other Information or Special Instructions: _____

If the school system receives invoicing for additional services related to this use of facilities, I agree to pay the additional service fees incurred for this event.

Teacher/Sponsor must be employee of CCBOE with a CCBOE e-mail address.

Teacher / Sponsor Name: _____

Do not sign - print only!

Phone Number: _____

E-mail: _____

Principal's Signature: _____

Date _____

After Principal has signed request, forward completed paperwork for final approval to:

JEFF HOBBS - Maintenance and Transportation / CENTRAL OFFICE

Via E-mail: jeff.hobbs@ccstn.org

Central Office/Finance Department - Event falls within policy guidelines

Request Returned to School:

By Fax

Date

By Mail

Central Office/Finance Department- Insurance is sufficient for use

Contingencies (if any):

Date