

**Policy 2010
Attachment #2**

**Stanly County Schools
Application for Community Use of School Facilities**

For Office Use Only
 Rec'd by: _____
 Amt of Check: _____
 Check #: _____
 Date Rec'd: _____

School Requested: _____

Please fill in all blanks

Submitted by: (Organization requesting use): _____

Individual Making Request: _____ (Name) _____ (Title in above organization)

Address: _____

Telephone: Home: _____ Office: _____

Facility Requested: Multipurpose Classroom Library Gym Auditorium Dining Room
 Kitchen Other (Check One)

Time Desired (Please be specific):

Month/Date	Day(s) of Week	Opening Time	Closing Time

Activity or Purpose of Use: _____

The use of the facility will not involve the use of alcohol, tobacco products, weapons of any kind, or any activity which is likely to cause damage to school property, be in violation of the laws of North Carolina, or create conditions likely to cause injury to the participants in the use.

Will organization be charged a fee? Yes No

Will people attending activity be charged a fee? Yes No

Individual representing organization to be present and responsible at function: _____

Telephone: Home: _____ Office: _____

Total Number of Persons Expected: _____

Check Appropriate Place: Adult Group (over 18 yrs of age) Adults & Youths Youth Group (18 yrs of age or younger)

I have discussed the use of the facility with the building principal and superintendent designee, and, in his/her opinion, additional supervision is is not required. If additional supervision is required, my organization agrees to: Employ (#) _____ additional school employees to work at my direction and as my agents at the rate of _____ per hour.

Provide law enforcement officers at my organization's expense.

I request the following specially trained personnel to operate equipment at the expense of my organization:

Person/Business: _____

I, the undersigned user, individually and as legal agent for the above named organization, agree to abide by the rules and regulations established for use of the school facilities and to supervise the use of the facilities and to be responsible for all activity during the use, to hold the Board of Education, individually and collectively, harmless and indemnify the Board from any liability or loss by reason of damage to property or injury to persons attending the function as described above or resulting from the use of the facility by me or my organization; to be responsible for any damages to the School Board property resulting from use of the facility and to purchase insurance or bond or show proof of financial responsibility if required by the building principal. I understand that the above, described facility will be made available to me only at the times and schedule set above.

Signed: _____

Date: _____

Principal's Approval: _____

Date: _____

Superintendent's Approval (or designee): _____

Date: _____

Board Chairman's Signature: _____

Date: _____

Name and Title of Designee to be on duty: _____

Note: Final approval will be made by the principal of the school or the Board of Education. Confirmation will be mailed to the applicant. **Make check payable to Stanly County Board of Education.** (Return application, certificate of insurance (if applicable) and check to the principal. If time used exceeds the time contracted, the user will be invoiced for the additional amount).

Application must be submitted at least 60 days prior to requested use if a non-school related activity.

Adopted: 9/7/2010

Fee Charged	
Facility Use	\$ _____
Custodial	\$ _____
Cafeteria	\$ _____
Supervisory	\$ _____
Total	\$ _____
Fee Must Be Paid In Advance	