STAUNTON CITY SCHOOLS 2026-2027 APPLICATION FOR FACILITIES RENTAL

Date_____ **APPLICATION MUST BE COMPLETED AT LEAST TWO WEEKS PRIOR TO RENTAL**

APPLICANT INFORMATION

Name of Organization _____ Contact Name _____.

Address _____ Telephone Number _____.

FACILITY REQUESTED

School/Location _____.

Date(s) and Time(s) Requested (Include set-up, rehearsals, clean-up, etc.) * _____.

_____.

***Building must be vacated by 10:00 p.m. unless special permission is granted by the Director of Operations.**

Type of Event _____ # of participants/guests expected _____.

SPACE	HOURLY RATE	NUMBER OF HOURS	TOTAL
Auditorium	$140 per hour		
Sound/Lighting Technician	$15 per hour	(Add ½ hr for clean up)	
Commons Area	$65 per hour		
Cafeteria	$65 per hour		
Gymnasium	$125 per hour		
Classroom	$50 per hour		
TOTAL AMOUNT DUE			

RULES & INFORMATION FOR RENTERS _____ (applicant initial here to indicate you have read and understand the following rules)

The renting organization shall be responsible for the conduct of **all persons** attending their event, and shall be subject to these rules:

- **Must ensure that all persons attending their event meet all current guidelines for health mitigation strategies issued by the Centers for Disease Control and Prevention (CDC).**
- These following are NOT permitted on any school property at any time:
  - ☐ smoking ☐ controlled substances ☐ flammable materials ☐ weapons or look-alike weapons
  - ☐ alcoholic beverages ☐ gambling/raffles ☐ open flames
- No permanent signs, banners, pennants, etc. may be attached to the building.
- The renting party shall be financially responsible for any damage to the building, furniture, or equipment.
- Aisles and passageways must be kept open at all times and free from chairs, furniture or other obstructions.
- KITCHEN AREAS ARE STRICTLY OFF LIMITS. Kitchen doors shall remain locked.
- No parking in restricted fire lanes.
- Emergency School Closings -- If schools close early or are closed for the entire day due to weather, maintenance issues, or emergency situations, all non-school sponsored activities will automatically be canceled. Snow removal will be done only for school-sponsored events. Parking lots will not be cleared for non-school activities.
- Clean up -- The rented space must be restored to its original condition at the conclusion of the event. Any event that requires unusual custodial maintenance or cleanup (such as excessive trash or garbage backstage, at loading area, dressing rooms, or parking lots) will be surcharged for custodial overtime. A damage deposit will be required of renters who repeatedly leave the premises unclean or in disrepair.

INDEMNIFICATION

As the authorized representative of the applicant, I agree to indemnify, defend, and hold harmless the Staunton City School Board and its agent from any claims, suits, damages, or losses relative to the applicant's use of the facilities. I agree to observe and enforce all rules and regulations of the Staunton City School Board governing the use of public school property and to be responsible for any damage to the building or equipment.

I have provided a certificate of liability insurance coverage (COI) for a minimum of $1,000,000.* (applicant must initial) _____

***must provide a copy of COI with each application**

_____ _____

Applicant Signature Date

APPROVAL

_____ _____ _____ _____

Principal Date Director of Operations Date

_____ _____

Superintendent Date

Payment is due within 10 days after rental to Staunton City Schools, 116 W. Beverley St, Staunton, VA 24401 **Effective for all rentals after 7/01/22**