

TRANSYLVANIA COUNTY SCHOOLS

Today's date: ____/____/____

APPLICATION FOR USE OF SCHOOL FACILITIES

Please read front and back of this form. Fill out the form completely.

Name of Organization: _____

Requestor Name: (Print) _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Is this a for-profit organization? Yes ____ No ____

Facility requested (Name of school): _____

Specific area requested (please list all) ____ Auditorium ____ Gymnasium ____ Cafeteria ____ Parking area only

____ Baseball Field ____ Football Field ____ Softball Field ____ Soccer Field Ball Field Lights: Yes ____ No ____

Other areas/rooms desired: _____

Requested Start Date: _____ Day: Su M T W T F S End Date: _____ Day: Su M T W T F S

From: _____ AM/PM To: _____ AM/PM

Total number of days: _____ Total number of hours per day: _____

Will additional time be needed for set-up/take-down of equipment or cleanup? Yes ____ No ____

If yes, how long _____

Special Equipment Requested: ____ Sound System ____ Lighting System ____ Other (list below)

Describe the event that will take place: _____

Number of people anticipated for the event: _____

Are you charging a fee for this event? Yes ____ No ____ If so, how much? _____

STATEMENT OF FINANCIAL LIABILITY: The Authorized Agent/User hereby agrees to be responsible for payment of all fees assessed for the use of, and fees for damages assessed as a result of, the requested facility use. Proof of liability insurance, if required, shall be provided with this application.

X _____
Signature of Authorized Agent or User

Date

Requestors must read and sign the Agreement on the back of this page.

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NOTICE:

No Alcoholic Beverages or Tobacco Products Allowed On Premises

AGREEMENT:

Section 115C-524 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property under a facilities use agreement. It is understood and agreed by and between the parties of this contract that under the doctrine of governmental immunity and said statute, the Transylvania County Board of Education is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause or happening whatsoever. It is further understood and agreed by and between the parties of this contract that the user of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the Transylvania County Board of Education for any damages to such school facilities resulting from any action of the user or the user's agent, employees, members or invitees during the period of use of such school facilities by the users as approved by the Transylvania County Board of Education. The user of school facilities under and pursuant to the terms of this contract hereby agrees to indemnify and hold the Transylvania County Board of Education harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of this contract, all parties involved in stated organization have read, understood and agreed to adhere to policy 5030, Community Use of Facilities and regulations 5030-R, Community Use of Facilities – Procedures. It is further understood and agreed that the organization or individual is responsible for the fees and charges as stated and will be responsible to pay for any damages that may occur during use of the facility.

A damage deposit and/or certificate of insurance sufficient to protect the board's property and interest may be required prior to use of the facility in accordance with policy 5030. Should such a deposit or insurance certificate be required, the undersigned agrees to provide the full deposit amount or proof of insurance with the completed application for use, prior to use of the facility.

Users of all Transylvania County Board of Education facilities are prohibited from advertising an event to be held on school property prior to receipt of written approval by Transylvania County Schools.

I have read, understand and agree to the information provided above:

Name: (Print) _____

Signature: _____

Date: _____

**For School Use
Only**

The use of this facility/equipment at the time and date requested _____ (WILL) _____ (WILL NOT) interfere with any school program or prior commitment. I do hereby _____ (DISAPPROVE) _____ (APPROVE) this application.

School Principal or Other Authorized Agent
Please print and sign.

Date

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NON-PROFIT ORGANIZATION		
Type of Facility	Per Hour Charge	Per Hour Supervision
Auditorium	\$20.00	\$25.00
Cafeteria	\$20.00	\$25.00
Classroom	\$15.00	\$25.00
Gymnasium	\$20.00	\$25.00
Media Center	\$20.00	\$25.00
Playing Field	\$20.00	\$25.00
FOR-PROFIT ORGANIZATION		
Type of Facility	Per Hour Charge	Per Hour Supervision
Auditorium	\$75.00	\$25.00
Cafeteria	\$50.00	\$25.00
Classroom	\$40.00	\$25.00
Gymnasium	\$50.00	\$25.00
Media Center	\$50.00	\$25.00
Playing Field	\$50.00	\$25.00

FEES: Supervision: _____**Facility:** _____**Other:** _____**Total:** _____