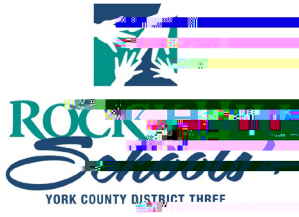


Application Guidelines

Applications are submitted to the schools for approval in order to avoid conflicts with school-scheduled activities. Please allow approximately 10 business days to receive the result of your request.

In order to start the application process, we must have the following:

1. Application Fee of \$50.00 in form of check or money order payable to Rok Hill Schools



Request for Use of School Facilities

NOTICE: Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, i.e., clean and free from trash and debris. There is to be no tobacco products and the consumption of ALCOHOLIC BEVERAGES is PROHIBITED on the grounds and within the buildings.

Name of Organization: _____ Date: _____

Name of individual representing organization to be present and responsible during event: _____

Federal Tax ID (if applicable): _____

Liability Insurance Information:

Insurance Agency: _____ Policy: _____ Exp. Date: _____

Name of School Requested: _____ Area(s) of Building Desired: _____

Date(s) Requesting: _____ Opening Time: _____ Closing Time: _____

Estimated Attendance: _____

Purpose for which facilities are to be used (describe fully, use separate page if necessary):

I, the undersigned applicant, have read the Rock Hill Schools Board of Trustees Policy KF and Administrative Rule KF-R and accept and agree to abide by this policy and procedures. Specifically, I understand and accept the terms and conditions of use of said policy and procedures with regard to limitations and indemnification of damages and liability. I understand my group is solely and exclusively responsible to provide all security services related to its use of school facilities and my group indemnifies and holds the Board of Trustees harmless against any claim for failure to provide adequate security. The Rock Hill Schools Board of Trustees, through the Superintendent or designee, reserves the right to cancel this agreement whenever it deems such action advisable and in the best interest of the school system; or to modify or change its rules at any time with or without cause. If cancelled, there shall be no claim or right whatsoever to damages or reimbursement on account of loss, damage or expenses, except full refund of payments made in advance.

Signature: _____ Print name: _____

Address: _____ Telephone: _____

Email: _____

Approved: _____ Date: _____
(Facilities Use Coordinator)

Approved: _____ Date: _____
(Principal/Director)

Gymnasium Use:

Facility Rental
Terms of Use/Agreement

With the submission of each Facility Use Application, the applicant verifies authorization to ~~de~~gas a

Facility Rental
Terms of Use/Agreement

The applicant recognizes that adequate custodial employee(s) shall be provided for all events. The number of workers will be jointly determined by the Principal/Director and the Director of Facilities. Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, clean and free from trash and debris.

The use and possession of illegal drugs, tobacco and/or alcoholic beverages by any person or group on Rock Hill School District Three's facilities is strictly prohibited. If there is any evidence of this use or



Fee Schedule for Facility Use

Rental Fees –Category B Users (Not for Profit, Tax Exempt)

| <u>Space Used</u> | <u>Fee</u> |
|---|----------------|
| Classroom | \$ 15 per hour |
| Media Center | \$ 40 per hour |
| Atrium | \$ 20 per hour |
| Cafeteria | \$ 50 per hour |
| Gymnasium – Middle School | \$ 50 per hour |
| Gymnasium – High School | \$ 75 per hour |
| Auditorium – (Seating is less than 650) | \$ 50 per hour |
| Auditorium – (Seating is more than 650) | \$ 75 per hour |
| Stadium- Middle School | \$ 60 per hour |
| Stadium – High School | \$200 per hour |
| Athletic Field/Track/Tennis Courts | \$ 40 per hour |

Rental Fees –Category C Users (For-Profit, Private and Individuals of the General Public)

| <u>Space Used</u> | <u>Fee</u> |
|---|----------------|
| Classroom | \$ 30 per hour |
| Media Center | \$ 80 per hour |
| Atrium | \$ 40 per hour |
| Cafeteria | \$100 per hour |
| Gymnasium – Middle School | \$100 per hour |
| Gymnasium – High School | \$150 per hour |
| Auditorium – (Seating is less than 650) | \$100 per hour |
| Auditorium – (Seating is more than 650) | \$150 per hour |
| Stadium- Middle School | \$120 per hour |
| Stadium – High School | \$400 per hour |
| Athletic Field/Track/Tennis Courts | \$ 80 per hour |

Personnel Fees*

| <u>Personnel</u> | <u>Fee</u> |
|--------------------------|---------------------------|
| Administrator – Required | \$ 50 per person per hour |
| Custodial Worker | \$ 35 per person per hour |
| Event Technician | \$ 35 per person per hour |

Equipment Fees

| <u>Item</u> | <u>Fee</u> |
|----------------------------------|---------------|
| Athletic Scoreboard/ Gym Clock | \$ 50 per day |
| Auditorium Lighting/Sound System | \$100 per day |
| Choral Risers | \$100 per day |

* The principal and appropriate district staff will determine the number of workers needed for each event. This will allow for the reasonable use of employees and work load necessary to cover the event and having the school area used ready for school activities the following day.

Signature: _____ Date: _____