



PRINCE EDWARD COUNTY PUBLIC SCHOOLS

Application for
Use of School Facilities



Applicant Information

Name of Organization:		
Authorized Agent:	Phone:	Fax:
Contact Person:	Phone:	Fax:
Current Address:		
City:	State:	Zip Code:

School/Site Information

School/Site:		
Space to be used:		
Date(s) to be used:	Start Time: (include set-up time)	Ending Time:
Approximate Number of Participants:		

Other Event/Activity Information

Specify the purpose for use of space:		If an agency requesting use does agency serve Prince Edward?
Is organization non-profit?	Will admission fee be charged?	Are you a resident of Prince Edward County?

Insurance Requirement: This application may require you to carry a minimum of \$1,000,000 in liability insurance coverage for all School Facilities activities. A certificate of Insurance will be required naming the Prince Edward County Board as an additional insured to this policy prior to final approval of any application. Please attach a copy of your Certificate of Insurance if requested.

Applicant Agreement

- 1) We will be responsible for payment of the rental fee upon approval by the Director of Support Services. Fees will be calculated based on the chart on page 2. (We understand that additional fees will be accessed if time exceeds estimated time.)
- 2) Prince Edward County Public Schools reserves the right to cancel any and all facility requests at their discretion. The School Board also reserves the right to adjust the fees without prior notice to the applicant.
- 3) That we become responsible for any and all damage to the site, building, furniture and/or equipment for the duration or the time(s) and date(s) listed on the application and understand that we will not be permitted to use any school property again if we fail to meet our obligations.
- 4) That we agree to indemnify and hold harmless the School Board, and all its officers, employees, and agents from any and all claims demand, suits caused of action, or judgments any person had, now has or may have in the future against the event.
- 5) The School Board is not liable for anything we do or sponsor while using the facilities.
- 6) This organization has an open membership policy and does not discriminate on the basis of race or sex.
- 7) We understand that smoking and alcohol use are prohibited on school property.
- 8) We will restrict usage to assigned areas and observe contracted time limits.
- 9) We will obtain prior approval before any signs, placards or banners are erected on school property.
- 10) We agree to follow all requirements as set forth in policy KG - Community Use of School Facilities.

ABUSE OF THESE RULES WILL BE JUST CAUSE FOR REFUSAL OF FUTURE USE

Signature

Authorized Agent Signature:	E-mail:	Date:
Co-Applicant Signature:	E-mail:	Date:
Principal's Signature:		Date:

Eligible Organizations	<i>The following designations classify various organizations and groups for the purposes of establishing priority for use and for the charging of fees.</i>
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- I. Cooperative Organizations (i.e. PTA, Band Boosters, Athletic Boosters, School Sponsored Student Clubs) – These groups’ missions are totally school related.
- II. Nonprofit Community Youth Service Organizations (i.e. Girl Scouts, Boy Scouts, and 4H) The mission of these groups is totally youth-oriented. The majority of funds raised go to youth-related activities within Prince Edward County.
- III. Nonprofit Community Service Organizations (i.e. Lions Club and Ruritan Club) and Non-profit Organizations Groups which do not exist for profit but are not defined by any of the above listed categories.
- IV. Profit Making Organizations Groups which sponsor activities to generate funds for their own or their shareholders support.

FACILITY	Cat. I	Cat. II	Cat. III	Cat. IV
Application Fee	No Charge	No Charge	\$40	\$50
Classroom			\$45	\$75
Cafeteria			\$150	\$200
Cafeteria & Kitchen (Cafeteria Staff must be employed)			\$250	\$350
Library			\$85	\$85
Auditorium			\$200	\$300
*GYMS				
PECHS	No Charge	No Charge	\$150	\$250
PECMS			\$300	\$400
PECES Multi-Purpose Room			\$125	\$200
PECHS Football Field			\$200	\$400
PECHS Baseball Field			\$200	\$400
Softball/Soccer Fields			\$175	\$300
Track/Tennis Courts			\$100	\$200
DIRECT & PERSONNEL COSTS				
Food Service – Cafeteria Staff	\$20 per hour	\$20 per hour	\$20 per hour	\$20 per hour
Custodial – GCA Services	\$14.85 per hour	\$14.85 per hour	\$14.85 per hour	\$14.85 per hour
Maintenance – Set-Up	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
AUDIO VISUAL EQUIPMENT				
TV/VCR/Stereo				
LCD Projector/Screen				
Subtotal of Fees				
Fee Adjustment (if any)				
Total Fees Due (at time of application)				

Checks should be made payable to PECPS for facility rental and maintenance set-up, PEC Food Service for Food Service Worker and GCA services for Custodial Services

Office Use Only

Personnel Needed (1 st): Employee Name:	Personnel Needed (2 nd): Employee Name:
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Application Is:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Director of Support Services:	Date:
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The Prince Edward County School Board does not discriminate on the basis of race, color, ethnicity, religion, age, national origin, marital status, disability, sex, status of parent, or any other legally protected status in the provision of employment services, programs, activities or treatment. The Director of Support Services is designated as the responsible person regarding assurances of nondiscrimination. Any complaint alleging discrimination based on a disability shall be directed to the Director of Support Services and may be reached at the following address: 35 Eagle Drive Farmville, VA 23901