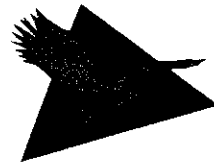


Prince Edward County Public Schools
35 Eagle Drive
Farmville, Va. 23901



Application for Rental of School Property

Name of Applicant: _____

Organization Requesting Use: _____

Property Requested: _____

Date of Usage: _____ Hours of Usage (Please include set-up time): _____ to _____

Purpose for which property will be used: _____

Are you a resident of Prince Edward County? _____

If an agency requesting use, does agency serve Prince Edward? _____

Will admission fee be charged? _____

I hereby agree to observe all rules and regulations of the Prince Edward County School Board governing the use of public school property, and to be responsible for any damage to the grounds, buildings, furniture, or equipment. I also agree to go to the school two or more days in advance of the use of the property to arrange any details with the principal as required in the rules and regulations. It is understood that no individual or group that denies membership or participation by persons on account of race, gender, religion, or country of origin will be permitted to use the buildings or grounds of the public schools. ANY INDIVIDUAL AND/OR ORGANIZATION REQUESTING TO RENT/USE SCHOOL PROPERTY IS TO BE RESPONSIBLE FOR ANY LIABILITY OR INJURY BY ANYONE USING THE PROPERTY DURING THE REQUESTED TIME OF USAGE. SMOKING IN ANY BUILDING IS POSITIVELY PROHIBITED. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON SCHOOL PROPERTY. ABUSE OF THESE RULES WILL BE JUST CAUSE FOR REFUSAL OF FUTURE USE. It is understood that fees will be determined at the time of acceptance of the application. The School Board reserves the right to adjust the fees without prior notice to the applicant.

Signature: _____ Telephone: (H) _____ (W) _____

Address: _____

.....
(To be completed by School Board Designee)

To: _____

This application was approved by the Prince Edward County School Board on _____

This Basic Rental Fee Schedule of Usage of School Property is attached for each usage.

Basic Rental Fee is \$ _____

Additional usage fees costs are determined to be \$ _____

Fees must be paid in full one week in advance of the event.

Signed: _____ Date: _____

PRINCE EDWARD COUNTY PUBLIC SCHOOLS

**FACILITY FEES
(Cost per daily usage)**

BASIC USAGE FEE (FOR ANY REQUEST).....	\$40.00
All Classrooms.....	\$45.00
All Cafeterias.....	\$150.00
All Cafeterias & Kitchens.....	\$250.00
HS Auditorium.....	\$200.00
All Libraries.....	\$85.00
MS Gymnasium.....	\$300.00
HS Gymnasium.....	\$150.00
ES Multi-purpose Room.....	\$125.00
Shops/Art Room.....	\$75.00

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3.18 COST PER USAGE (cont'd)

- 1.) The custodial cost will be on an hourly rate of \$20.00 (time and one-half rate). We require our custodian to arrive an hour ahead of the event and leave an hour after the event, you are charged for these two hours also.**
- 2.) The kitchen staff cost will be an hourly rate of \$20.00 an hour with the check made payable to the Prince Edward County Food Service.**

**APPROVED 9/7/88
REVISED 11/10/09**