

BATH COUNTY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
WARM SPRINGS, VA 24484

APPLICATION FOR USE OF SCHOOL FACILITIES

Application request must be submitted to the school principal at least three (3) weeks prior to the desired date(s) requested. Forms, after being properly completed and signed by the school principal, must be approved by the Superintendent of Schools who will notify the sponsoring group and principal of requested status.

SCHOOL FACILITY DESIRED: Bath County High School Millboro Elementary Valley Elementary

*LOCATION REQUESTED (Gym, Field(s), Auditorium, Cafeteria, Room(s), Atrium, etc.): _____

DATE(s) OF USE (include Week Day) _____ HOURS: From _____ To _____

EXAMPLE: Monday, 3/20/17 or M-F 03/20-24/2017

HOURS: From _____ To _____

ALTERNATE DATE(s) (include Week Day) _____ OPEN TO PUBLIC: YES NO

EXAMPLE: Monday, 3/20/17 or M-F 03/20-24/2017

EVENT: _____ TIME of EVENT: _____

ADMISSION CHARGED: Adults \$ _____ Children \$ _____

SPONSORING ORGANIZATION: _____

PERSON ASSUMING RESPONSIBILITY: (Print Name) _____

ORGANIZATION REPRESENTATIVE ATTENDING FUNCTION: (Print Name) _____

DAYTIME PHONE NO.: _____ *CELL PHONE NO.: _____

MAILING ADDRESS: _____
Address/P.O. Box City State Zip Code

The signatures below indicate the acceptance of the terms of the agreement as listed on the reverse side of the form. Both signatures below are required before the form can be processed.

*

SIGNATURE OF PERSON ASSUMING RESPONSIBILITY

SIGNATURE OF ORGANIZATION REPRESENTATIVE ATTENDING FUNCTION

(AGREEMENT, NON-SCHOOL GROUP RATES AND FEE INFORMATION IS PRINTED ON THE REVERSE SIDE OF FORM.) →

TO: PRINCIPAL

If event is open to the public, name of supervising school designee: _____

NAME and POSITION (Please Print)

Supervisory Fee Waived: YES NO

Comments: _____

Principal's Signature

Date

Approved

Disapproved

TO: DIVISION SUPERINTENDENT / DESIGNEE

The above application is sent for your consideration.

Comments: _____

Make check payable to: Bath County Treasurer Fees Charged: \$ _____ (details on reverse side of form)

Superintendent's Signature

Date

Approved

Disapproved

USE OF SCHOOL FACILITIES AGREEMENT

1. It is agreed that the requesting organization assumes the full legal liability and responsibility for the participants and the public. Depending on the nature of the event, a certificate of insurance may be required. **Damages occurring to the property, facilities, equipment, etc. will be paid by the organization.**
2. Every effort must be made to promote and maintain the proper conduct or sportsmanship and to keep the building and grounds clean.
3. Possession and/or consumption of tobacco, alcohol/drugs on public grounds are against the law.
4. The Sheriff's Department/State Police must be called for all disturbances, any verbal or destructive abuse, or anyone who fails to immediately leave because of possession and/or use of tobacco, drugs/alcohol on premises; or are suspected of being under the influence of the same, and a legal warrant is to be obtained. Failure to do the above will result in loss of use permit.
5. The sponsoring group will assume responsibility for accidents and lost or stolen items which occur during the scheduled hours of the event. The School Board will not assume the responsibility in case of accidents or theft.
6. It is agreed that no alterations or modifications will be made to permanent fixtures; furniture will not be moved; and no drilling or damage of structures will occur.
7. Parking of vehicles on the grass at the Bath County High School Athletic Field is strictly prohibited; this rule will be strictly enforced at all times.
- *8. **THE ORGANIZATION REPRESENTATIVE TO ATTEND FUNCTION FOR THE FACILITY, MUST BE PRESENT AT ALL EVENTS TO MAINTAIN SUPERVISION AND PROPER CONDUCT.**
- *9. The services of a custodian outside of normal custodial work hours, will result in a charge of \$20.00 per hour. See Group Rates listed below.
- *10. If the event is open to the public, a school designee must be present, unless prior approval is obtained. An extra fee may be charged to cover this. See Group Rates listed below.
- *11. A sponsoring organization designee is required to contact the school prior to the event date to confirm details. **In the event of a cancellation, school staff must be given a 48 hour notice.**
12. **FEES MUST BE PAID WITHIN TWO WEEKS AFTER THE EVENT DATE.**

MAKE CHECK PAYABLE TO: BATH COUNTY TREASURER

MAIL TO: Bath County School Board
c/o Sharon Fry
P. O. Box 67
Warm Springs, VA 24484

Failure to meet any of these conditions may result in the denial of future requests for the use of school board facilities.

NON-SCHOOL GROUP RATES			<u>ACTUAL CHARGES</u>
GYM	Summer	\$20.00 per 3 hours	
	Winter	\$40.00 per 3 hours	\$
FIELD	Day	\$20.00 per 3 hours	
	Night	\$40.00 per 3 hours	\$
AUDITORIUM		\$20.00 per 3 hours	\$
CAFETERIA		\$25.00 per 3 hours	\$
SUPERVISION FOR PUBLIC EVENTS		\$20.00 per hour	\$
CUSTODIAL COSTS		\$20.00 per hour	\$
TOTAL RATE:			\$

BATH COUNTY PUBLIC SCHOOLS

**OFFICE OF THE SUPERINTENDENT
P.O. BOX 67 WARM SPRINGS, VA 24484**

OFFICE USE ONLY

Returned Date: _____

Verified By: _____

Inspected By: _____

COMMUNITY USE OF SCHOOL EQUIPMENT / MATERIALS

The undersigned assumes full and complete responsibility for any and all liability derived from the use of the school equipment/materials described on this form.

In addition, the undersigned assumes full and complete responsibility to reimburse the Bath County Public Schools the full amount of monies needed to replace or repair the described equipment/materials in the event it is in any way damaged while the undersigned has control over the borrowed equipment/materials.

The undersigned agrees to return the described equipment/materials by the following date:

_____ , _____ , _____ .*

Day Month Year

Description of Equipment/Materials Being Borrowed:

<u>Quantity</u>	<u>Condition</u>	<u>Type of Equipment/Inventory Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Unless needed earlier by school instructional staff.

Signed: _____

Date: _____

Approved: _____
Library Media Specialist

Date: _____

Approved: _____
Principal

Date: _____