

Social Circle City Schools
Request for Use of School Facilities

KG-E

Please read Policy KG and Regulation KG-R.

Group or Organization Seeking Use of Facilities

Name of Group/Organization _____

Name of Contact Person _____

Address of Contact Person _____

Phone Number of Contact (Home) _____ (Work) _____

Name of Facility Seeking to Use _____

Check all that Apply:

	Primary	Elementary	Middle	High
Gym/P. E./ Activity Facility ()	()	()	()	()

NOTE: request must be approved by Athletic Director

Cafeteria (Dining Area Only) ()	()	n/a	()
Kitchen and Cafeteria ()	()	n/a	()

NOTE: request must be approved by School Food Service Director

Purpose of Use _____

Approximate number of people to use facility _____

Date of Use _____ Time: From _____ to _____
(Specify am or pm)

TO BE COMPLETED BY SCHOOL OR SYSTEM OFFICIAL

Charges*	Rental of Facility (Due in advance) (Payable to Social Circle Board of Education)	\$ _____
	Custodian (s) Number Needed _____ (Read Requirements)	\$ _____
	SFS Employees Number Needed _____ (Read Requirements)	\$ _____

* Compensation for custodian and SFS employees will be paid directly to the individuals upon conclusion of the event.

Additional agreement with principal or school official concerning the use of school/system equipment:

AUTHORIZATION

I (We) hereby agree to abide by all Board of Education policies pertaining to the use of school/system facilities at set forth in Policy KG of the Social Circle Board of Education Policy Manual and in Regulations KG-R. Further, I (We) agree that in the event of damage to, or loss of, school property during its use by us, said damage or loss will be paid for in full.

I (We) shall hold the board fee and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by, such use or occupancy of district facilities.

_____	_____
Signed -Contact Person	Date

Name of Organization	

SCHOOL OFFICIALS

Recommendation	_____	_____
	Signed- School Principal	Date
(if gym is requested)	_____	_____
	Signed-Athletic Director	Date
(if kitchen/cafeteria requested)	_____	_____
	Signed- SFS Director	Date
Approval	_____	_____
	Signed- Superintendent	Date

***School Facility Usage and Agreement shall be governed by HB 382 effective July 1, 2013**