



# Hart County Charter System

## Facility Use Application

All organizations utilizing a facility must submit a Facility Use Application

Name of Group/Organization Hosting Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Ticket Price (if applicable) \_\_\_\_\_

Date(s) to Reserve Facility: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Heating and Air Conditioning will be controlled by an Energy Management System, therefore the accuracy of times noted above are critical to participant use.

<b>Fee Structure for Facility Rental</b>		
Fine Arts Center	\$150/Hour	\$300 Minimum
Gymnasium	\$200/Day	
Cafeteria	\$100/Day	\$125 if using kitchen
Track or Field	\$100/Day	\$200 if using lights
Custodial Services	\$100	\$200 for Fine Arts Center
<b>Fee Structure for Agriscience Center</b>		
Whole Facility	\$100/Hour or \$500/Day	
Banquet Hall Only	\$100	Plus \$100 custodial fee
Kitchen	\$100	

Fees are payable to: Hart County Board of Education

A deposit of \$100 is required with submission of this contract. At the time of reservation only an estimate of total cost can be determined. All remaining fees must be paid at least two (2) weeks prior to scheduled event.

Hart County organizations may be eligible for a waiver of some fees. A Request for Fee Exemption form must be submitted with supporting documentation with this Facility Use Application.

The approval to use school facilities is limited to the dates, times, and areas specified in this application. The Superintendent reserves the right to cancel any permission granted. The applicant agrees to pay for the use of the school facilities and any required services according to the fee schedule set by the Hart County Board of Education. The applicant shall notify the Hart County Board of Education Office of any changes to the request to use school facilities.

***The applicant shall ensure that tobacco and alcohol products are not used while on school property, inside and/or outside and that the facility is left in a clean, orderly and undamaged condition. Failure to do so will likely lead to the group/organization no longer being allowed to use any Hart County Schools facility in the future.***

**Lessee is responsible for any injuries or damage to property that occurs on Hart County School System property and must complete the Recreational Joint-Use Agreement prior to the date of the event. Lessee agrees to provide a current Certificate of Liability Insurance with coverage of a least one million dollars (\$1,000,000.00) to the Hart County Board of Education prior to the event. (Required by Georgia Law).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use:**

Amount of Deposit Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Board Approval/Denial Date: \_\_\_\_\_