



Learning Today - Leading Tomorrow

PEACH COUNTY BOARD OF EDUCATION

Request for use of School Facility

This form must be completed and returned to the **Principal** so that it can be received by the Peach County School's Assistant Superintendent of Administrative Affairs & Operations by the last Thursday of the month and no less than ten working days prior to the date requested for the facility use. If the request should be voided, please inform the Principal of the school whose facility you requested as soon as possible. User assumes all responsibilities for the cost of repair and maintenance of any damages during use.

Date of Request: _____ Name of Organization: _____

Contact Person: _____ (Home) _____ (Work) _____
Name Address Telephone No.

Email address: _____

Alt. Contact Person: _____ (Home) _____ (Work) _____
Name Address Telephone No.

Facility Requested _____ School: _____

Date(s) Requested: _____ Time(s) Requested: _____

Purpose: _____

Will Admission be charged? Yes _____ No _____ Expected Attendance: _____

Request for special equipment to be furnished by the school: _____

Principal's Recommendation Yes ___ No ___ Signature: _____ Date: _____

Asst. Superintendent Administrative Affairs/Operations: Yes ___ No ___ Signature: _____
Date: _____

USE OF FACILITY: \$ _____ (Make Check Payable to Peach County Board of Education)

ITEMIZATION OF CHARGES: (This section to be complete by School System)

School Employee, Who Opened, Closed, Cleaned: _____

Name SS#

Number of Hours: _____ Amount \$ _____

Other Employee(s) Required: _____

Name SS#

Number of Hours: _____ Amount \$ _____

Principal

Assistant Superintendent



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HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law and in consideration of the permit to use the premises, buildings, facilities and equipment of the Peach County School District, the _____, shall indemnify, hold harmless and defend, the Peach County School District, the Peach County Board of Education and all of their officers, directors, members, trustees, agents and employees, from and against liability, claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from the use by _____ of the premises, building, facilities and equipment of the Peach County School District, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (including the property of the School District), including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the _____, anyone directly or indirectly employed by _____ or anyone for whose acts it may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

Name of Organization

Date: _____

By: _____

Authorized Representative

FACILITY USE FEE SCHEDULE Fees (4 hour Event)	Fees	Hourly Rate (Over 4 hours)
Dining Room & Kitchen	\$60.00/hour	\$30.00/hour
Auditorium (PCHS)	\$300.00/per event	\$150.00/per event
Individual Classroom	\$30.00/hour	\$20.00/hour

PEACH COUNTY SCHOOL NUTRITION DEPARTMENT

GUIDELINES FOR THE USE OF SCHOOL CAFETERIAS

1. NO entrance into the kitchen area unless a School Nutrition Program employee is present. **NO EXCEPTIONS**...NOT EVEN TO ACCESS THE ICE MACHINE!
2. Pots, pans, utensils, etc. may NOT be taken/used without express permission of the SNP Manager. The “Sign-Out” book MUST be filled out by **ANYONE** wishing to borrow any item located within the School Cafeteria and/or Kitchen.
3. If steam tables or heating/cooling cabinets in dining room are to be used, a school nutrition employee must be present or prior consent and instruction in use must be obtained from the SNP Manager.
4. The person in charge of the event shall be responsible for assigning responsible persons to use the dining room equipment.
5. Milk left in the milk coolers shall NOT be used. SNP personnel will make a count of the milk before and after the use of the dining room.
6. Dining room arrangement will be left as it was before the dining room was used.
7. ANY damage to tables, chairs, computers, or dining room equipment will be the responsibility of the person in charge of the event.
8. The dining room will be cleaned as follows:
 - A. Floors will be mopped and swept. If you need brooms, mops, and mop buckets, prior arrangement should be made with the SNP Manager.
 - B. Tables and chairs will be cleaned.
 - C. Mops and mop buckets will be left CLEAN!
 - D. Trash will be discarded in the appropriate dumpster.
 - E. Any decorations, food, etc. brought in will be removed.
 - F. Department will be secured before leaving.
9. Other guidelines may be added dependent upon the event taking place.
10. In case of emergency, contact:
Matoshia Lewis --- 478-825-5933 ext. 1060 or 478-972-5105

Sponsor’s Signature: _____ Date: _____

Manager’s Signature: _____ Date: _____

Date of Event: _____