

FACILITY RENTAL FEE CHART

Facility Type	Classification/ Group	Day	Athletic Field	Cafeteria	Gymnasium
High School	Classification I – PTA's Dad's Clubs, YMCA, Boy & Girl Scouts, Camp Fire Girls	School Day	\$0.00	\$0.00	\$0.00
		Non School Day	\$0.00	\$150.00	\$75.00 4 hr limit
	Classification II – Educational, Religious, Civic Organizations for non-school related non-profit events	School Day	\$50.00	\$150.00	\$30.00 2 hr limit
		Non School Day	\$50.00	\$200.00	\$80.00
	Classification III – Private schools, dance studios, profit making organizations	School Day	\$100.00	\$200.00	\$100.00 2 hr limit
		Non School day	\$100.00	\$250.00	\$150.00 2 hr usage
Middle School		School day	\$0.00	-0-	-0-
		Non School Day	\$0.00	\$150.00	\$75.00
	Classification II	School Day	\$50.00	\$150.00	\$30.00
		Non School Day	\$50.00	\$200.00	\$60.00
	Classification III	School Day	\$100.00	\$200.00	\$50.00
		Non School Day	\$100.00	\$250.00	\$100.00
Elementary School		School day	\$0.00	-0-	-0-
		Non School Day	\$0.00	\$100.00	\$60.00
	Classification II	School day	\$50.00	\$75.00	\$30.00
		Non School day	\$50.00	\$150.00	\$60.00
	Classification III	School Day	\$100.00	\$150.00	\$50.00
		Non School Day	\$100.00	\$80.00	\$100.00

- Instituting a classification system with differing rates for groups of users.
- The application submitted by the school must be approved by the central office.
- Have the check made payable to Barrow County Schools and send directly to Business Services.
- Use the site based custodian to unlock, monitor, clean up and secure the building at an hourly rate of \$30.00/hr.
- Kitchen Managers hourly rate plus time and a half plus appropriate benefits for each individual school site.
- PDC Room and/or Parking Lot at hourly rate of \$35.00/hr.

**BARROW COUNTY SCHOOLS
179 WEST ATHENS STREET
WINDER, GEORGIA 30680**

**APPLICATION FOR USE OF
SCHOOL FACILITIES**

Date of Application _____

Name of Organization	Address	Zip	Phone
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Name/Title of Individual	Address	Zip	Phone
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Type of Program or Event

FACILITY REQUESTED:

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- Dining Room Kitchen Gymnasium Stadium Parking Lot
 Concession Stand Athletic Field Auditorium School Farm PDC Room

DATE(S) REQUESTED _____ HOURS: _____ to _____

ADMISSION CHARGE: NO YES PURPOSE OF PROCEEDS:

***NOTE: The site attendant and school nutrition employee will not perform custodial services.**

If permission is granted, we hereby agree to comply with the policy and regulations of the Barrow County Board of Education and local school procedures which govern the use of its facilities, as set forth on the attachment of this application.

SIGNATURE _____ **TITLE** _____

FOR SCHOOL USE ONLY

PRINCIPAL APPROVAL: _____

NUMBER OF STAFF NEEDED: _____

Custodial: _____ @ \$30.00/hour = _____

*School Nutrition: _____ @ *(see below) = _____

Facility Rental: (Area) _____ @ _____ = _____

TOTAL = _____

Date Paid: _____ **Received by:** _____

Rental and custodial fees to be paid to Barrow County Schools at least two weeks before the scheduled activity.

***Kitchen Managers hourly rate plus time and a half plus appropriate benefits for each individual school site.**

GENERAL RULES FOR FACILITY USAGE:

1. Not used for commercial purposes that may generate a profit unless conducted by a community service, civic, or other organization which is primarily a non-profit organization or entity.
2. For-profit organizations must secure approval of the Board of Education or its designee.
3. A \$1,000,000 general liability insurance certificate naming the Barrow County Board of Education as an additional insured on the policy. Must be presented before usage of the facility. (Attach a copy of insurance policy to application.)
4. No alcohol, drugs, smoking or use of tobacco products allowed.
5. All applicants must hold the Board of Education free and without harm from any loss or damage, liability, or expense.
6. All maintenance and/or modification of facilities and/or athletic fields are the responsibility of the Board of Education.
7. All payments for use of the facilities/employees should be made by check payable to the Barrow County School System at least two weeks before the scheduled activity.
Cancellations must be received 48 hours before the scheduled activity in order to receive a refund.
8. No activity which violates federal, state, or local laws will be allowed.
9. No group shall use the facility for more than one year.
10. Church groups must furnish copy of constitution, charter or by-laws, in the name of the church.
11. Libraries and school classrooms are not available for rent.
12. Pyrotechnics may be used only with Board of Education permission.
13. All weapons are strictly prohibited.
14. Approved facilities use dates are subject to cancellation if unanticipated school related conditions and/or activities arise.
15. Animal acts on the floor are prohibited.
16. Security is the responsibility of the renting organization. These arrangements must have principal/superintendent approval prior to the event.
17. Nothing may be attached to the building structure.
18. Lessee is responsible for leaving the leased area in the same condition as they found it.
19. For events held at the PDC Rooms that require food and non-alcoholic drinks a refundable \$250.00 cleaning deposit will be required.
20. Exceptions to this policy must be approved by the Board of Education.