



Hart County Charter System

Facility Use Application

All organizations requesting use of 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 are controlled by an Energy Management System; therefore, the accuracy of times noted above are critical to participant use.

Fee Structure for Facility Rental (Except Agriscience Center)

Fine Arts Center (FAC)	\$150/Hour or \$750/Day	\$300 Minimum
FAC Lighting & Sound Technician	\$25/Hour or \$125/Day	
Gymnasium	\$200/Day	
Cafeteria	\$100/Day	\$125 if using Kitchen
Track or Field	\$100/Day	\$200 if using Lights
Custodial Services *	\$100/All Areas Except FAC	\$200/FAC
Security Services	\$25/Hour	

Fee Structure for Agriscience Center

Entire Facility	\$100/Hour or \$500/Day
Banquet Hall Only	\$100
Kitchen Only	\$100
Custodial Services *	\$100

*The custodial services fee is charged once per event. The fee is not a daily rate. For example, if a dance competition spans the course of three days in the FAC, the custodial services fee is \$200. The lessee is responsible for keeping the area clean during the event. Paid custodial services occur at the conclusion of the event.

Unless accompanied by a 'Request for Fee Exemption' form, a deposit of \$100 is required with submission of this application. At the time of reservation only an estimate of total cost can be determined.

All fees must be paid at least two (2) weeks prior to scheduled event. Fees are payable to the Hart County Board of Education.

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: _____

For Office Use:

Deposit Required: Yes No

Deposit Amount: \$ _____

Date Deposit Paid: _____

Principal's Signature: _____

Superintendent's Signature: _____

Board Approval/Denial Date: _____