



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: _____

Event Name: _____

Describe Event or Activity: _____

Ticket Price (if applicable) _____

Date(s) to Reserve Facility: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

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

Fee Structure: Fees are payable to: **Hart County Board of Education**

Fine Arts Center Rental	\$150/Hour	\$300 Minimum		
Cafeteria Rental	\$100	\$125 if using kitchen		
Track or Field	\$100	\$200 if using lights		
Gymnasium	\$200			
Custodial Services	\$100	\$200 for Fine Arts Center		
Lighting Technician	\$25/Hr/Tech	Fine Arts Center		
Sound Technician	\$25/Hr/Tech	Fine Arts Center		
Security Services	\$25/Hr.	Fine Arts Center		

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.

Identify and Describe Services Needed:

Lighting Technician Services (Fine Arts Center Only)

Description of Need:

Sound Technician Services (Fine Arts Center Only)

Description of Need:

Custodial Services (Fine Arts Center Only)

Description of Need:

Security Services (Fine Arts Center Only)

Description of Need:

Description of Event Needs (e.g. chairs, tables, piano, microphones, lectern, projector screen, projector, lighting, etc.):

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 Administrative 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:

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

Principal's Signature: _____

Superintendent's Signature: _____

Board Approval/Denial Date: _____