

Northampton County Schools
FACILITY USE APPLICATION

Non-School Group
 Non-School P.I. Agency
 Government Agency

Application Date: _____
 School Requested: _____
 Space(s) to be used: _____
 Equipment needs: _____
 Number of persons expected: _____
 Purpose of Rental: _____

Name of User/Organization: _____
 Check One: will fees be charged at this event? Yes No
 Contact Person: (Please Print)
 Name: _____ Telephone No.: _____
 (Day Time)
 Address: _____ Telephone No.: _____
 (Evening)

Month(s)	Specific Date(s)	Time of Entry	Time of Departure	Total Hours

I HAVE READ BOARD POLICY (on back) AND AGREE TO THE FOLLOWING:

- To abide by Board Policy governing facility use.
- To pay invoice at least two working days after use of the facility.
- To be billed for damages and additional hours utilized by agency beyond contract hours stated above.
- To pay a \$50.00 security deposit. The deposit will be applied to the invoice.
- In the event of cancellation within forty-eight (48) hours of the activity, the security deposit is non-refundable/non-transferable.

 Signature Date

TO BE COMPLETED BY SCHOOL PRINCIPAL

Personnel Required (indicate numbers)
 Custodian; ___ # hours Cafeteria Employee; ___ # hours
 Facility Supervisor; ___ # hours Other _____; ___ # hours
 Technician; ___ # hours None

Comments/Special Instructions: _____

Attachments: \$50.00 Security Deposit Insurance Policy Other

Approved
 Denied

Approved
 Denied

 School Principal Date

 Central Office Approval Date

USE OF SCHOOL FACILITIES FOR NON-SCHOOL PURPOSES

The community School Act of 1981 encourages the use of public school facilities by non-school community groups. The Northampton County School Board endorses the goals of the Act and permits use of school facilities within the guidelines of this policy.

USE OF SCHOOL FACILITIES WILL NOT BE APPROVED FOR ACTIVITIES:

1. advocate governmental change by immediate violence;
2. violate the energy conservation policy or which may damage buildings, grounds or equipment;
3. conflict with school activities or the educational and cultural mission of the school system; or
4. discriminate any group or individual on the basis of race, sex, age, religion, national origin, disability or handicapping condition.

Requests to use a school facility shall be made to the principal and forwarded to the Central Office for final approval. The Central Office is responsible for conferring with the school principal whose facilities are involved before making a final decision.

In accordance with the current Facility Rental Fee Schedule, a user fee will be charged to groups using school facilities to cover expenses for utilities, site supervision and maintenance of the facilities. In addition, a contract must be executed between the Northampton County Board and the lessee explicitly dictating the terms of facility use.

The Northampton County School Board reserves the right to cancel or amend, at any time, the agreed contract.

AGREEMENT AS TO USE OF SCHOOL FACILITIES

It is mutually understood and agreed that:

1. The activity conforms with all policies of the Northampton County Board of Education.
2. Use of the facility does not violate any state or federal law in any way.
3. A representative of the school will be present and on duty at all times while the facility is being used. This may be waived at the principal's discretion.
4. No alterations or changes may be made of the facility without the approval of the principal.
5. Damages to the facility beyond normal wear will be immediately paid for by the lessee.
6. The lessee will be responsible for strict supervision of the activity it sponsors at all times.
7. No alcoholic beverages, drugs, firearm, or weapons are permitted on the premises.
8. Use of tobacco products is prohibited in all school facilities.
9. The lessee assumes full responsibility for personal loss or bodily harm from use of the facility. No school employee or School Board member shall be liable for any loss, damage, or expense that may arise during the use of the facility. The lessee hereby agrees to indemnify and hold harmless the Northampton County Board of Education, its members, employees, and agents from any claims arising out of the lessee's use of facilities. Evidence of appropriate liability coverage may be required when the contract is executed.
10. The lessee will pay all rental fees required by the Northampton County Board of Education.

IN TESTIMONY WHEREOF, the said parties have hereunto set their hands and seals with the authority and in capacities hereinafter stated, the year and day written.

Signature

Date