



FACILITIES USAGE APPLICATION

ALL FORMS MUST BE SUBMITTED TEN (10) DAYS PRIOR TO EVENT DATE FOR APPROVAL.

Name of Organization: _____		Name of the Adult in Charge: _____	
Organization Type: Please select one			
School-Affiliated Group _____	School-Community Group _____	Community Nonprofit Group _____	Private, Nonprofit Group _____
For Non-School Affiliated groups, a copy of the organization's non-profit certificate*, if applicable, and liability insurance certificate in the amount of \$1 million are required and attached.			
*Organizations that are not non-profit must meet the conditions of Policy 7510; J-L. Organizations must submit a 501(3)(c) (non-profit) form as proof with application.			
School Building/Location: _____		Area Desired: _____	
All Non-School Affiliated Groups will be subject to custodial coverage fees.		*For pool usage, a certified lifeguard must be in attendance at all times. A copy of the lifeguard's certification is required and attached.	
Date(s) of Event: _____		Hours: _____	
Time Doors Open: _____		Time Doors Close: _____	
If usage is for a season or an extended period, list frequency (day[s] of week) and beginning/ending dates: _____ _____			
Event Description: _____			
We require use of the following, and understand that there may be a charge for such use:			
Folding Chairs (#) _____	Folding Tables (#) _____	Piano _____	Podium _____
Projector _____	Special Lighting: _____	Stage: _____	Ticket Table & Chairs (#) _____
Other _____			
Will heat or air conditioning be needed? YES _____ NO _____			
Will you charge an admission fee? YES _____ NO _____		Expected attendance is approximately _____ persons.	
For student participant groups ONLY:			
_____ Group is composed of less than 50% GCCS students		_____ Group is composed of 50% or more GCCS students	

APPLICANT ACKNOWLEDGEMENT:

We have read and fully understand the rules and regulations of the Board of School Trustees governing the use of these facilities as listed in Policy 7510. We agree to the strict observance of these rules and regulations, including any local or State orders with respect to public emergencies. We agree to be responsible for any damage to school property due to such use and to pay for disinfectant cleaning that is deemed necessary.

In the event that the applicant or sponsoring organization elects to cancel a planned event, notification shall be provided to the building principal or approving GCCS official within forty-eight (48) hours of the start time of the event. If no notification is provided, the applicant/sponsoring organization shall pay a \$100 cancellation fee.

Printed Name of Applicant	Title	Address		
Telephone/Email Address		City	State	Zip
Signature of Applicant		Date (Must be submitted 10 days prior to the event date)		

BUILDING LEVEL APPROVAL

The applicant meets the eligibility requirements and the intended use is in accordance with School Board Policies. Prescribed fees will be collected and this request is duly approved pending final authorization from the Superintendent's Office.

This event is school/GCCS Corporation sponsored. _____ YES _____ NO

Custodial services required. _____ YES _____ NO

Principal Signature	Date
School Name	Cell Phone/Telephone Number

ADMINISTRATIVE APPROVAL

FOR PROFIT ORGANIZATIONS ONLY - The applicant has demonstrated that it meets the conditions of Policy 7510, J through L

 Superintendent/Deputy Superintendent Date

\$ _____ Estimated Total Fee. Includes fees for custodial and cafeteria personnel, building equipment, etc.:

- \$ _____ Custodial Fee/Overtime
- \$ _____ Cafeteria Fee/Overtime
- \$ _____ Facilities Usage Fee
- \$ _____ Other _____

Final billing will be made to the applicant after the conclusion of the activity. Make check payable to: Greater Clark County Schools.

Fees assessed in accordance with rules and regulations of the Board of School Trustees.

 Chief Financial Officer Date

cc: Superintendent/Deputy Superintendent
 Business Office File
 Building Principal

BUILDINGS ARE NOT AVAILABLE DURING FALL BREAK, WINTER BREAK, SPRING BREAK,
OR ELECTION DAY FOR ANY NON-GCCS SPONSORED EVENT. PLEASE CHECK GCCS CALENDAR ON MAIN WEBSITE.

FACILITIES USAGE FEES		
01/01/2022		
Gymnasiums	Base Rental Rate	Current Per Hour
CHS Main	\$ 450.00	\$ 120.00
CHS Auxiliary	\$ 250.00	\$ 75.00
CMS	\$ 200.00	\$ 75.00
JHS Main	\$ 450.00	\$ 120.00
JHS Auxiliary	\$ 250.00	\$ 75.00
NWMH Main	\$ 450.00	\$ 120.00
NWMH Auxiliary	\$ 200.00	\$ 75.00
PVMS Main	\$ 200.00	\$ 75.00
PVMS Auxiliary	\$ 200.00	\$ 75.00
RVMS Main	\$ 200.00	\$ 75.00
NW Elementary	\$ 160.00	\$ 50.00
All Other Elementaries	\$ 160.00	\$ 50.00
Auditorium/Café		
	Base Rental Rate	Current Per Hour
CHS	\$ 500.00	\$ 125.00
CMS	\$ 250.00	\$ 75.00
JHS	\$ 500.00	\$ 125.00
NWMH	\$ 500.00	\$ 125.00
PVMS	\$ 250.00	\$ 75.00
RVMS	\$ 250.00	\$ 75.00
Athletic Fields		
	Base Rental Rate	Current Per Hour
All Locations (Non-Turf Fields)	\$ 450.00	\$ 125.00
All Locations (Turf Fields)	\$ 600.00	\$ 125.00
Swimming Pools		
	Base Rental Rate	Current Per Hour
All Locations	\$ 600.00	\$ 125.00
Cafeterias		
	Base Rental Rate	Current Per Hour
Elementary	\$ 125.00	\$ 50.00
Secondary	\$ 150.00	\$ 75.00
Kitchen	No longer available for rental	
Miscellaneous		
	Base Rental Rate	Current Per Hour
Cancellation Fee	\$ 100.00	
Custodial		\$ 25.00
Maintenance		\$ 70.00
Lighting Fee		50.00* (For stage light bulbs)
Fetter Center		
	Current Per Day	
Small Meeting Room	\$	500.00
Large Meeting Room	\$	1,000.00
Technology for either room	\$	150.00