

TUSCALOOSA CITY SCHOOL SYSTEM

USE OF SCHOOL FACILITIES AGREEMENT

Location (site): _____

Location Room(s): _____

From: _____ A.M. To: _____ P.M. Daily () Weekly () Monthly ()

Date(s) Requested: _____

Purpose and nature of use: _____

Any person group misrepresenting the purpose of the event will have its permit revoked and will not be permitted to submit an application for facility use in the future.

Equipment/Resources/Technology Requested:

Wi-Fi (beyond guest access) _____ Presenter Device (e.g. Laptop) _____ Participant Devices # _____ Screen _____ Clicker _____ Pointer _____
Other _____

RENTAL CONDITIONS:

1. Copy (proof) of Liability Insurance with Board, Superintendent and Principal as additional insured (unless a state or federal institution): in minimum amounts of per occurrence, \$2,000,000 aggregate must be attached to this application at the time of submission.
2. Request must be made at least 15 business days in advance.
3. Pay for any damage done to this facility or grounds during use.
4. Total cost must be made after approval.
5. No food or drink permitted on carpeted surfaces.
6. Smoking, possession or use of alcohol, and/or firearms are prohibited.
7. Nothing may be taped or tacked to the walls.
8. Tuscaloosa City Board will provide maintenance for building.
9. Applicant agrees to hold harmless and indemnify Board, Superintendent, Principal and Employees

Supervising Contact Person: _____ **Phone:** _____ **Alt. Phone:** _____

Name of Contact Person: _____ **Phone:** _____ **Alt. Phone:** _____

Address of Applicant: _____

Additionally, this agreement cannot be changed nor can the responsible applicant be changed without a new request being submitted. If at any time the supervising school employee determines, in his or her sole discretion, that the continued use of the school facilities would become detrimental to the school and the Board, then the supervising school employee may terminate such use immediately and without further notice to the applicant and applicant agrees to immediately cease all further use of the facilities. Such determination by the supervising school employee will have no effect on the responsibilities of the applicant under this agreement.

Facility Use Charge \$ _____

Utilities and Cleaning Charge \$ _____

Pay directly to: Tuscaloosa City Schools Central Office. 1210 21st Avenue. Tuscaloosa. AL 35401

I _____ understand and have read all policies, requirements, and procedures that represent Facility Use. I have the authority to represent the organization, club, or program listed above.

Requestor Signature: _____ **Date:** _____

The Use of Board Property, 4.4.2: *Use of Board Facilities* policy may be accessed as follows:

<http://www.tuscaloosacityschools.com>; click on the Departments tab; inside the green section on the left margin click on Facilities, then click on *Use of School Facilities by Community Groups and Agencies*.

Approved: _____ **Not Approved:** _____ **Reason if not approved:** _____

Principal/Designee Signature: _____ **Date:** _____