

Covington City Public Schools USE OF FACILITIES

This regulation establishes the procedures and determines the conditions for the best possible utilization of the physical facilities belonging to the citizens of the community. For the purposes of this policy, “school facilities” are defined as buildings, grounds, and equipment owned or operated by the Covington City School Board. The primary purpose of these facilities is for the support of the instructional program. The Covington City School Board allows the use of school buildings when they are not scheduled by the school.

Applications must be sponsored by reputable and established clubs, societies, or organizations that reasonably can be held responsible for the payment of charges, compensation for damages to the property, and for use of the property in conformity with regulations on the application or those established by the school system. Proper protection, safety, and care of school property should be primary considerations in the use of school facilities.

Usage of school facilities are subject to the approval of the principal or designee and the superintendent. The Superintendent or designee reserves the right to deny usage or terminate an existing usage contract for good cause. Failure to pay promptly all rental charges for damages may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

The Superintendent or designee is authorized to approve and sign application agreements that meet the requirements of the School Board and these regulations. A completed and signed form shall be a binding agreement between the applicant and the School Board. The school division reserves the right to deny usage of a facility if the application is received less than 10 days prior to the start of the event.

Rental Fees		
	Profit	Non-Profit
Auditorium	\$250.00	\$125.00
Gymnasium	\$250.00	\$125.00
Locker Rooms	(Each) \$25.00	(Each)\$25.00
Cafeteria	\$100.00	\$50.00
Cafeteria and Kitchen	\$200.00	\$100.00
Classrooms	(Each)\$50.00	(Each)\$25.00
Rehearsals (limited to 5 hours)	(Each)\$75.00	(Each)\$37.50

Hourly Services Fees	
<ul style="list-style-type: none"> • Responsibility of renting organization • Payment for services made directly to individual • Approved employees of Covington City School Board 	
Custodian	Hourly rate determined by school system
Food Service	Hourly rate determined by school system
Audiovisual Technician	Hourly rate determined by school system

The user will obtain from a reputable, licensed insurance company, public liability, property damage, and general liability insurance in the amounts as follows to cover the event.

Insurance	
Each Person	\$ 50,000.00
Each Accident	\$ 100,000.00
Property Damage	\$ 5,000.00
General Liability (each occurrence)	\$1,000,000.00

Covington City Public Schools

340 E. Walnut Street
Covington, VA 24426
(540) 965-1400 (540) 965-1404 (fax)

AGREEMENT FOR USE OF FACILITIES

Application is hereby made for the use of:

- Covington High School Jeter-Watson Intermediate School Edgemont Primary School

on the following dates:

_____, 20____ to _____
 _____, 20____ to _____
 _____, 20____ to _____
(time) (time) (time)

for the purpose of _____
(name of event)

Rental Fees			No. of Days	Total
	Profit	Non-Profit		
Auditorium	\$250.00	\$125.00		
Gymnasium	\$250.00	\$125.00		
Locker Rooms	(Each) \$25.00	(Each)\$25.00		
Cafeteria	\$100.00	\$50.00		
Cafeteria and Kitchen	\$200.00	\$100.00		
Classrooms	(Each)\$50.00	(Each)\$25.00		
Rehearsals	\$75.00	\$37.50		

Total Amt. Due _____

The above rental fees must be paid no later than 5 days in advance of the first rental date.

Checks should be made payable to: **Covington City Public Schools.**

In the event of the cancellation of this agreement by the applicant, the fees, at the discretion of the Superintendent, may be returned to the applicant. In the event of the cancellation of this contract by the School Board, fees, at the discretion of the Superintendent, may be returned to the applicant.

In addition to the usage fee, the organization or group using any of the school facilities will be expected to pay the custodian for services. The custodian's fee will be based on the current hourly basis of time and one-half of the regular rate of employees

of the school system. Arrangement for custodial services will be made through the building principals or designee. Payment will be made directly to the custodian by the applicant.

Custodian Assigned _____ Rate _____

Should the event require use of the school's kitchen area, the organization or group shall be responsible for paying the food service worker at the current hourly basis of time and one-half of the regular rate. Payment will be made directly to the food service worker by the applicant.

Food Service Worker
Assigned _____ Rate _____

The applicant will be responsible for the employment of appropriate audiovisual technical assistance. Individuals employed for technical assistance will be employees of Covington City Public Schools. The rate of pay will be determined by the school system (\$35.00 per hour). For rehearsal purposes, the technician will receive a minimum of 2 hours pay. Payment will be made directly to the technician by the applicant.

The user will obtain from a reputable, licensed insurance company, public liability, property damage, and general liability insurance in the amounts as listed in the regulation. **A copy of the insurance certificate must be attached to the agreement prior to approval of the application.** The applicant whose name appears on the application shall be held responsible for any and all damages to school property and equipment stemming from their use.

This agreement is made subject to the general conditions applicable to the use of the facility hereto attached and made a part hereof.

Name of Organization _____
 Name & Title of Representative _____
 Signature of Representative _____
 Address _____
 Phone Number _____

Approved: _____ Date _____
Principal or Designee

Approved and accepted on behalf of the Covington City School Board _____ day of _____, 20____.

 Superintendent of Schools