



250 Howard Street
Marietta, Georgia 30060
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FACILITY USE APPLICATION/AGREEMENT

PLEASE PRINT

DATE: _____

Name of Organization: _____

Non-Profit? _____ Organization covered by liability insurance? _____
(yes) (no) (attach copy of coverage) (yes) (no)

Responsible Organization Representative's Name: _____

Organization Address: _____

School/Facility Requested: _____ Requested Date: _____

Requested Hours of Use: _____ Purpose of Use: _____

Expected Number of Participants: _____ Area of Facility Requested: _____

I certify that I have read the attached policy KG, "Use of School Facilities" **and the attached Terms and Conditions** of Facility Use of The Board of Education of the City of Marietta, and that we hereby bind our organization to these conditions. I also understand and agree that The Board of Education of the City of Marietta reserves the right to cancel this agreement when such action is deemed necessary or in the best interest of the public schools.

Signature Of Organization Official Date

*Verify that your organization has provided a certificate of insurance. _____
Representative's Initials

OFFICE USE ONLY

Approved _____ Disapproved _____ Date _____

Business Services Rental Fee: _____
Date Paid: _____
Check #: _____



FACILITY RENTAL TERMS & CONDITIONS

1. Applications must be filed with Business Services at least fifteen (15) working days in advance of the date the use of the facility is requested. No use of facilities may interfere with programs of The Board of Education of the City of Marietta. The principal or work location supervisor may deny the scheduling of the requested event should he/she need the facilities or a custodian is unavailable to open and close facility.
2. The rental will be considered cancelled for non-payment or non-compliance if the rental fee, insurance certificate and rental agreement are not received at least ten (10) working days prior to rental date. On days when school is canceled due to inclement weather or other emergencies, **ALL** events in school facilities will be canceled.
3. The following School Rules must be followed when using facilities:
 - a. No smoking or use of tobacco products,
 - b. No alcoholic beverages/illegal drugs on premises,
 - c. No weapons of any kind,
 - d. No littering
 - e. No food or drink is allowed to be **sold** or taken into the building (e.g., auditorium, gyms or classrooms). Only cafeteria rentals are permitted to have food and drink with no access to kitchen facilities.
 - f. In addition, all School District policies, local/State fire codes and building occupancy regulations must be followed (e.g., no open flames; all items must be non-combustible or constructed of flame-retardant materials; occupancy limits established by the local fire marshal must be adhered to; and vehicles are allowed only in designated driveways/parking lots during loading and unloading of materials).
 - g. No money may be collected on property. Tickets, etc. would have to be sold prior to the event.
4. The Board of Education of the City of Marietta facilities are rented in their current configurations "as-is". No adaptations or changes to the facility are allowed. Adaptations include modifications to walls, doors or floors using tape, nails, etc. even when considered temporary in nature. The facility must be left in the same condition as it was found.
5. Certificate of liability insurance must be provided to Business Services. A comprehensive liability insurance policy with endorsement with at least five hundred thousand (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name Marietta City Schools, specifically and separately, as an additional insured under the policy.
6. All indoor uses require supervision by a school district employee. The employee is designated only to open, close and monitor the rental time period as the system's representative. The renting party must furnish and set up any furniture and be responsible for any clean up.
7. **By execution of the Facility Use Application, the User of School District facilities agrees to indemnify and hold harmless The Board of Education of the City of Marietta, and any persons whose property may be within said building, for loss or damage to such property caused by any person or persons attending said meeting; and for any damage or injury or other loss, including reasonable outside attorney's fees and expenses of litigation, arising out of the use of facilities.**



FACILITY USE FEE SCHEDULE

**AUDITORIUM – GYMNASIUMS – CAFETERIAS – CLASSROOMS
MEDIA CENTERS**

Two hour minimum rental fee for each area.

FLAT FEE FOR AUDITORIUM - \$ 160.00

FLAT FEE FOR GYMNASIUM - \$ 160.00

FLAT FEE FOR CAFETERIA - \$ 160.00

FLAT FEE FOR CLASSROOM - \$ 70.00

FLAT FEE FOR MEDIA CENTER - \$ 70.00

Each additional hour or pair of:

AUDITORIUM	\$45.00
GYMNASIUM	\$45.00
CAFETERIA	\$45.00
CLASSROOM	\$40.00
MEDIA CENTER	\$40.00

AUDITORIUM – GYMNASIUM – CAFETERIA ITEMIZATION

On site employee	\$30.00 per hour
Utilities	<u>\$15.00 per hour</u>
	\$45.00 PER HOUR TOTAL

CLASSROOM – MEDIA CENTER ITEMIZATION

On site employee	\$30.00 per hour
Utilities	<u>\$10.00 per hour</u>
	\$40.00 PER HOUR TOTAL

Book	Board of Education Policy Manual
Section	K. General Public Relations
Title	Use Of School Facilities
Number	KG
Status	Active
Legal	O.C.G.A. §20-2-520
Adopted	April 15, 1986
Last Revised	December 18, 2012
Last Reviewed	July 18, 2006

The Marietta Board of Education recognizes the investment the citizens of the city of Marietta have in its school facilities. Therefore, reasonable use of school facilities by community groups and nonprofit organizations is allowed within the authority of the law and guidelines established by the superintendent.

The Marietta City Board of Education is invested with the title, care, and custody of all public school facilities in Marietta City with the power to control the same in such a manner as will best serve the interests of public education.

The interests of public education are best served when the public has the fullest possible use of the facilities which they have provided. The function of school facilities is to accommodate school programs for students to assist in meeting the educational, cultural, civic, social, and recreational needs of communities. The meeting of community needs shall be considered a secondary function; therefore, use of school facilities to meet community needs shall not interfere with day school programs for students.

Approval for the use and collection of fees covering the expense of the use are the responsibility of the superintendent or his/her designee.

The Marietta Board of Education prohibits the loan of property, equipment or materials to any individual or organization except the Marietta City government.