



**Butts County School System
Application/Applicant Agreement for Use of School Facilities**

Group/Organization: _____ Address: _____

Contact Person: _____ Phone: _____

FAX: _____ Email: _____

Billing Address: _____

Is the group/organization requesting use located within Butts County? _____ Yes _____ No
If the group is not located within Butts County it must be sponsored by a Butts County Group/Organization. (See School Board Policy KG)

Sponsors: _____ Address: _____

Phone: _____ FAX: _____

Event Information

Facility Requested: _____ Date(s) Requested: _____

Event Description: _____

Time Event Begins: _____ Time Group Requests Access to Building for Setting up: _____

Time Event Ends: _____ *(Include amount of time for removing equipment. Time begins when lessee enters the building and ends when the last person leaves the building. Additional fees apply beyond 4 hours. All rehearsals and events shall be concluded no later than 10 p.m. Sunday – Thursday and no later than 11 p.m. on Friday and Saturday. See School Board Policy KG)*

Is there an Admission Fee? _____ Yes _____ No Amount: _____

Does the group request a sound/lighting technician for special lighting or operating sound system? _____ Yes _____ No *(additional fees apply)*

Custodial services are required for the duration of the event when using the auditorium, a gymnasium, a commons area/cafeteria, three or more classrooms or the Professional Learning Room at the Ernest Battle Center. An additional fee of \$20.00 per hour will be charged to lessee for this service. If the facility is damaged in any way or left unclean, the deposit will not be refunded.

Does the group require access to the kitchen and kitchen equipment? _____ Yes _____ No *(additional fees apply)*
(If the lessee requests to use the kitchen and/or equipment for any reason the group must contact the School Nutrition Director at 770-504-2300 to make arrangements for SNP Staff to supervise)

Applicant Agreement

The approval to use school facilities is limited to the dates, times, and areas specified in this application. The Superintendent reserves the right to cancel any permission granted. The applicant agrees to pay for the use of the school facilities and any required services according to the fee schedule or the rate set by the Butts county Board of Education. The applicant shall notify the Administrative Office of any changes to the request to use school facilities. **The applicant shall ensure that tobacco and alcohol products are not used while on school property, inside and/or outside.** and that the facility is left in a clean, orderly and undamaged condition.

Lessee is responsible for any injuries or damage to property that occurs on Butts County School System property and must complete the Recreational Joint-Use Agreement prior to the date of the event. Lessee agrees to provide a current Certificate of Liability Insurance with coverage of at least one million dollars (\$1,000,000.00) to the Butts County Board of Education prior to the event. *(Required by Georgia Law)*. A Certificate of Liability Insurance “per event” policy may be purchased through the Georgia School Boards Association/Tenant User Liability Program (TULIP) www.marshcampus.com *(you may receive a quote without purchasing insurance from TULIP)* or the lessee can contact another insurance provider to purchase a “per event” policy.

Signature of Applicant: _____ Date: _____