

Caroline County Public Schools – Application for Community Use of School Facilities

School Board Policy KG-R

Date of application: _____

Date and Time of Rental: _____

School Requested (check one):

- Caroline High School
- Caroline Middle School
- Bowling Green Elementary School
- Lewis and Clark Elementary School
- Madison Elementary School
- Bowling Green Annex
- CT Smith

Organization: _____ Phone: _____

Organization Address: _____

Contact Person: _____ Contact Person Phone: _____
 (Present during the duration of the rental)

Address: _____

Describe the type of Activity: _____

Space(s) Requested:

School Facility	Rental Fee
Classroom	\$100 / day
Auditorium	\$200 / day
Library	\$150 / day
CHS Football Stadium / Track	\$300 / day
CHS Baseball Stadium	\$300 / day
Other Athletic Field (please specify)	\$200 / day
Parking Lot	\$150 / day
Gymnasium	\$300 / day
Cafeteria	\$200 / event
Other	

The undersigned and the above-named organization agree to be responsible for the terms of this agreement, including the payment of all fees, expenses, damages to premises and further agree to hold the Caroline County School Board, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the school facility. The undersigned certifies that he/she is familiar with the rules and regulations of the Caroline County School Board for Community Use of School Facilities and that such rules and regulations will be enforced. The undersigned further acknowledges that the fees shown are estimated fees and that they are responsible for any changes that may be accessed due to the actual use of facilities, equipment and personnel.

Following the Activity, a facility/grounds inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity and fines or restitution covering any damage may be assigned.

Name of Group/Organization	Signature of Contact Person	Position	Date
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This Application and all associated fees shall be submitted to the principal of the school being requested for rental. All Facility Requests must be submitted 30 days prior to rental date. All checks should be made out to Caroline County Public Schools.

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Facility Use Fee(s) Calculator:

Total Hours of Event = _____

Supervision = \$35 / hour x Total Number of Hours = \$ _____

Custodial Fee = \$25 / hour x Total Number of Hours = \$ _____

Utility Fee = \$50 / hour x Total Number of Hours = \$ _____

Facility Fee (see rental fee chart for rates) = \$ _____

Total Rental Fee = \$ _____

Total Rental Fee amount must be included at the time of submission of application.

All Facility Requests must be submitted 30 days prior to rental date.

All organizations using school facilities may be required to employ police officers, at the renters expense, for security purposes when deemed necessary.

(For Office Use Only)

Certificate of Insurance Attached

Expiration Date of Certificate: _____

- Application Approved By School
- Application Not Approved By School
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Signature of Principal

Date

Signature of Facilities Use Supervisor

Date