

Orange County Public Schools
Application and Use Permit to Use School Facilities

SCHOOL EVENTS TAKE PRECEDENCE

Date of Application: _____

Facility Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Orange County High School | <input type="checkbox"/> Lightfoot Elementary School | <input type="checkbox"/> Locust Grove Elementary School |
| <input type="checkbox"/> Hornet Sports Center | <input type="checkbox"/> Unionville Elementary School | <input type="checkbox"/> Gordon-Barbour Elementary School |
| <input type="checkbox"/> Prospect Heights Middle School | <input type="checkbox"/> Orange Elementary School | <input type="checkbox"/> Taylor Education Administrative Complex |
| <input type="checkbox"/> Locust Grove Middle School | | |

Name, Address & Phone Number of Organization:

Person and Phone number if different than above in charge of event and will remain on site during event:

Area Requested:

- | | | | | | |
|---|----------------------------------|---|----------------------------------|------------------------------|--|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Gym | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Classroom(s) _____ | | <input type="checkbox"/> Grounds/Field(s) _____ | | | |

Date Requested to be used: ___/___/___ Sun___ M___ T___ W___ Th___ F___ Sat___

Hours Requested Facility to be used: _____

Total Number of People: _____ Amount of Admission to be Charged for Adults: _____ Children: _____

Describe fully the nature of the program to be conducted and how will profits (if any) accrue:

Are you a citizen of Orange County? _____

Do you need heating/cooling? Yes _____ No _____
(If so, I understand we will be assessed an additional fee)

*(*Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with this application for approval)*

I hereby agree to protect, indemnify, and defend and save harmless the School Board of Orange County, its officers and employees from any and all claims, liabilities, and/or damages, including professional fees, directly or indirectly related to the use of these premises by my group or organization.

Applicant Signature & Date

SCHOOL TO COMPLETE BELOW

Facility available on date(s) requested: Yes _____ No _____

Custodian Assigned: _____ Kitchen Staff Assigned: _____

Total Operational Hours: _____ Total Custodial Hours: _____ Total Kitchen Staff Hours: _____

Total Hours Heating/Cooling: _____ Advertising material submitted: Yes ___ No ___

IRS Letter submitted: Yes ___ No ___ (if applicable) Certificate of Liability Insurance submitted: Yes ___ No ___

Usage Fees:	Resident	Non-Resident	Resident	Non-Resident
	3-Hour Minimum		Each Additional Hour	
Custodial Fees	\$22.00/hr	\$22.00/hr	\$22.00/hr	\$22.00/hr
Kitchen Staff	\$22.00/hr	\$22.00/hr	\$22.00/hr	\$22.00/hr
Lights/Sound Technician	\$22.00/hr	\$22.00/hr	\$22.00/hr	\$22.00/hr
Gym	\$75.00	\$100.00	\$20.00	\$30.00
Cafeteria	\$50.00	\$75.00	\$20.00	\$30.00
Library	\$50.00	\$75.00	\$20.00	\$30.00
Auditorium	\$50.00	\$75.00	\$20.00	\$30.00
Classroom	\$30.00	\$50.00	\$15.00	\$25.00
Hornets Sports Center	\$150.00	\$300.00	\$50.00	\$100.00
Safety/Security	TBD	TBD	TBD	TBD

Note: During non-operational hours, the school division practices energy conservation measures with set-back temperatures. The additional charge for heating/cooling is \$60.00 per hour to operate the heating/cooling system. If a building technician is needed to turn on the heating/cooling because the system cannot be preset the hourly rate will be \$22.00/hr (minimum 3 hours). This rate will also be charged if a technician is called in because of problems such as power outages. If you change your mind relative to heating/cooling you agree to notify the Principal at the respective school you have reserved 24 hours in advance or agree to pay for the extra charges incurred.

The following groups shall not be charged a rental fee, but are responsible for custodial and kitchen staff fees during non-work hours:

- School-related organizations (parent organizations, booster groups, advisory committees, school-business partners, etc.)
- Orange County Parks and Recreation Department
- Non-school youth groups within the county (4-H clubs, scouts, etc.)
- County Governmental Agencies

***Waiver of rental charge**

The school principal may recommend a waiver of the rental charge for one-time uses of the school facilities if the outside group provides other “consideration” to the school or school division. Examples of such consideration include, but are not limited to: a donation to the school or school division; provision of scholarships or other benefits to the Orange County Students; scholarships or awards to faculty members; an other agreements deemed by the school principal to be appropriate. The Superintendent (or designee) shall approve or disapprove any such recommendation by a school principal. Custodial and kitchen personnel fees may not be waived.

Principal or Designee Signature & Date

Food Service Director & Date

Director of Facilities or Designee & Date