

**FACILITY USAGE CHARGES ON OUTSIDE  
AND PREFERRED AGENCIES**

**CLARKSVILLE ELEMENTARY SCHOOL**

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>	<u>PREFERRED AGENCY CHARGE</u>
Cafeteria	\$75 for four (4) hour maximum \$20 per additional hour	\$40 for four (4) hour maximum \$10 per additional hour
Cafeteria/Kitchen	\$100 for four (4) hour maximum \$25 per additional hour Paid manager/designee required	\$50 for four (4) hour maximum \$10 per additional hour Paid manager/designee required
Gymnasium	\$100 for four (4) hour maximum \$25 per additional hour	\$50 for four (4) hour maximum \$10 per additional hour
Classroom	\$40 for two (2) hour maximum \$20 per additional hour	\$20 for two (2) hour maximum \$10 per additional hour
Playground, Parking Lot	\$50 per day for secured use \$25 per 1/2 day of secured use	\$25 per day for secured use

**CLARKSVILLE MIDDLE SCHOOL**

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>	<u>PREFERRED AGENCY CHARGE</u>
Cafeteria	\$75 for four (4) hour maximum \$20 per additional hour	\$40 for four (4) hour maximum \$10 per additional hour
Cafeteria/Kitchen	\$100 for four (4) hour maximum \$25 per additional hour Paid manager/designee required	\$50 for four (4) hour maximum \$10 per additional hour Paid manager/designee required
Generals Quarters	\$200 for four (4) hour maximum \$50 per additional hour	\$100 for four (4) hour maximum \$25 per additional hour
Main Gymnasium	\$100 for four (4) hour maximum \$25 per additional hour	\$50 for four (4) hour maximum \$25 per additional hour
2nd Gymnasium	\$50 for four (4) hour maximum \$10 per additional hour	\$25 for four (4) hour maximum \$10 per additional hour

Classroom	\$40 for two (2) hour maximum \$20 per additional hour	\$20 for two (2) hour maximum \$10 per additional hour
Planetarium	\$100 for two (2) hour maximum \$25 per additional hour \$30 per hour for instruction	\$50 for two (2) hour maximum \$15 per additional hour \$30 per hour for instruction

### **CLARKSVILLE HIGH SCHOOL**

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>	<u>PREFERRED AGENCY CHARGE</u>
Cafeteria	\$75 for four (4) hour maximum \$20 per additional hour	\$40 for four (4) hour maximum \$10 per additional hour
Cafeteria/Kitchen	\$100 for four (4) hour maximum \$25 per additional hour Paid manager/designee required	\$50 for four (4) hour maximum \$10 per additional hour Paid manager/designee required
Collins Auditorium	For-Profit: \$400 for four (4) hours \$50 per additional hour Non-Profit: \$200 for four (4) hours \$25 per additional hour \$30 per hour for the technician if sound and/or lighting system(s) are used	For-Profit: \$200 for four (4) hours \$25 per additional hour Non-Profit: \$100 for four (4) hours \$25 per additional hour
Gymnasium	Each Gym: For-Profit: \$300 for four (4) hours \$25 per additional hour Non-Profit: \$150 for four (4) hours \$25 per additional hour	Each Gym: For-Profit: \$150 for four (4) hours \$25 per additional hour Non-Profit: \$75 for four (4) hours \$25 per additional hour
Classroom	\$40 for two (2) hour maximum \$20 per additional hour	\$20 for two (2) hour maximum \$10 per additional hour
Computer Lab	\$75 for two (2) hour maximum \$25 per additional hour Paid technician is required	\$50 for two (2) hour maximum \$15 per additional hour Paid technician is required
Practice Field	\$50 per day for secured use \$25 per 1/2 for day secured use	\$25 per day for secured use
Athletic Fields	Generally NOT available for public use. Contact building principal for special requests.	

## FEE FOR USE OF CORPORATION BUILDINGS

Most facilities owned by the Clarksville Community School Corporation are available for public use when not being used for school purposes and when arrangements can be made by the building principal according to the schedule of charges described above below. In most cases, a paid staff member must be present when facilities are used by an outside organization. This ensures proper cleanup up and building security. Inquiries should be directed to the administrative office of the building/facility to be used. The following organizations are eligible for courtesy (free) use of school facilities, except for the cost of supervision or clean-up:

Town of Clarksville	Little Generals	Service Organizations
Education-related groups	Special Olympics	Scouts
Parent/Booster groups	St. Jude's	Clarksville Parks & Recreation
Corporation Sponsored		
Athletic-Related Groups		

Examples of "Preferred" Agencies:	YMCA	Local private schools
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No cost should be incurred by the School Corporation when its facilities are used by an outside group, including those on the "free" and "preferred" list. For this reason, ALL groups using school facilities will be assessed a surcharge when additional heating or cooling is required. The amount will vary based on existing conditions.

# CLARKSVILLE COMMUNITY SCHOOLS

## Facility and Grounds Use Application

Permit is good for dates and times indicated below

Date of Application \_\_\_\_\_

Organization Applying: \_\_\_\_\_ For-Profit Organization?      Yes      No

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Address City State Zip

**Facilities Requested**

Clarksville High School  
Clarksville Middle School

Renaissance Academy  
Clarksville Elementary School

Date(s)	Time From	Time To	Room/Area

1. This activity is for:  
CCSC Students Only      Adults      Other
2. Activity for which facility is requested  
 (Check appropriate boxes.)  
 Athletic or Recreation      Social Function  
 Instructional Class      Fundraiser  
 Performance or Rehearsal      Enrichment or Educational Program  
 Organization Meeting      Other  
 Government Agency  
 Equipment Request (List.): \_\_\_\_\_

Certificate of insurance is included.      Yes      No  
 Will admission be charged?      Yes      No  
 Will the kitchen be used?      Yes      No  
 Special Needs?      Yes      No  
 If yes, accommodations: \_\_\_\_\_  
 Additional Comments: \_\_\_\_\_

**Read carefully**

**A. Users may be charged a user fee for the use of the facility. Charges are determined by the number of room(s) rented, hours of overtime and how many employees are used for an activity. Please direct questions about possible overtime charges to the Building Principal.**

**B. Permit is only valid if signed by the Building Principal the Athletic Director (where Applicable) and Facilities Director.**

**C. No smoking, alcoholic beverages, or drugs are permitted on the property.**

**D. Requests must be submitted 14 calendar days before date of event.**

By signing, applicant agrees to all additional terms and conditions of use as set forth below and on the following page, which are hereby incorporated herein by reference as though set forth in full. You should read these terms carefully. Your signature on this application signifies you have read and agree to all such terms and conditions if permit is granted applicant agrees to assume total liability for all damages or injury to persons or property arising from neglect or intentional acts of the applicant, his/her employees, volunteers, or participants while using the approved facility.

In the event the applicant or sponsoring organization elects to cancel a planned event, notification shall be provided to the building principal or approving CCSC official withing forty-eight (48) hours of the start time of the event. If no notification is provided, the applicant/sponsoring organization shall pay a \$200 cancellation fee.

See Terms and Conditions on following page.

**Building Use Only:**      Approved      Not Approved

Number of custodians needed:

The above is hereby authorized to use the facility and grounds specified:

\_\_\_\_\_  
 Building Principal's Signature

\_\_\_\_\_  
 Athletic Director's Signature

\_\_\_\_\_  
 Facilities Director's Signature

\_\_\_\_\_  
 Superintendent's Signature

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

# CLARKSVILLE COMMUNITY SCHOOLS

## Facility and Grounds Use Application

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School Requested

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Date of Activity

### Terms and Conditions of Application

**If granted use of Facility, applicant, by signing this application agrees as follows:**

- Facilities will not be available for uses that the staff determines are not consistent with school purposes or district policies and regulations or that may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility.
- All uses and users must comply with established CCSC Board policies concerning nondiscrimination and use of facilities. No alcohol, drugs, or smoking are permitted on the property. All meetings shall be open to the public. Meetings may not be secret, closed, or exclusive. If a fee is charged, anyone who pays the fee must be admitted.
- **When required, no use of building space will be permitted without the presence of a district employee.** That is, groups will not be allowed in a building when it is closed and otherwise unoccupied.
- The applicant or any user shall not assign or sublet the facility or any part of the facility to any other user. Applicant and any user shall be responsible for using the facility for the purpose described in the Facility and Grounds Use Application Form.
- In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.
- The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building principal or the principal's designee. Kitchen equipment will not normally be available. If the principal or the principal's designee does grant the use of some kitchen facilities, the user shall require that a CCSC food service employee be in attendance during the use of any such equipment and all costs and expenses incurred by the district in providing for such employee shall be borne by the user.
- The district will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.
- Use of special lighting in the high schools is handled through the drama or music department. Applicants or users should make separate arrangements with the principal or the principal's designee for any such stage lighting, which shall be provided only at the discretion of the principal or principal's designee. Likewise, separate arrangements may be necessary with regard to use of any other equipment, items, space, or personal property of the district.
- The school district, its Board Members, and its employees shall have no responsibility for any property brought onto or placed in the facilities by the applicant or any user.
- Applicant agrees to hold harmless, indemnify, and defend the CCSC, its board members, agents, and employees, for all damage to the approved facilities and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the applicant himself, arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the facilities. **Proof of liability insurance will be required.**

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Applicant's Signature

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Date