

CLARKSVILLE COMMUNITY SCHOOLS

Facility and Grounds Use Application

Permit is good for dates and times indicated below

Date of Application: _____

Email: _____

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. Activity: _____

2. Equipment Request: _____

3. Certificate of insurance is included? Yes No

4. Will admission be charged? Yes No

Read Carefully

- A. This form and payment must be made in person to the corporation treasurer prior to the occurrence of the event.**
- B. 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.**
- C. Permit is only valid if signed by the building principal, athletic director (where Applicable), facilities director, and superintendent/designee.**
- D. No smoking, alcoholic beverages, or drugs are permitted on the property.**
- E. Requests must be submitted 14 calendar days before date of event. Payment must be received 7 calendar days prior to the 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 within forty-eight (48) hours of the start time of the event. If no notification is provided, the applicant/sponsoring organization shall pay a \$200 cancelation fee.

See Terms and Conditions on following page.

Applicant's Signature Date

Forward this form with payment to the corporation treasurer prior to the occurrence of the event.

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 Date

Athletic Director's Signature Date

Facilities Director's Signature Date

Superintendent's/Designee's Signature Date

ASSESSED FEES

Room/Area/Employee/Equipment	Fee
TOTAL FEES:	

CLARKSVILLE COMMUNITY SCHOOLS

Facility and Grounds Use Application

School Requested

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 use 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.
- **Proof of liability insurance will be required.** A certificate showing the 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. Clarksville Community Schools MUST be listed as the certificate holder.

Applicant's Signature

Date

FACILITY USAGE CHARGES ON OUTSIDE AGENCIES
Updated February 2024

CLARKSVILLE ELEMENTARY SCHOOL

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>
Cafeteria	\$150 for three (3) hour maximum \$75 per additional hour
Gymnasium	\$150 for three (3) hour maximum \$75 per additional hour
Classroom	\$150 for two (2) hour maximum \$75 per additional hour

CLARKSVILLE MIDDLE SCHOOL

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>
Cafeteria	\$150 for three (3) hours maximum \$75 per additional hour
Generals Quarters	\$250 for three (3) hours maximum \$75 per additional hour
Main Gymnasium	\$450 for three (3) hours maximum \$125 per additional hour
2nd Gymnasium	\$250 for three (3) hours maximum \$125 per additional hour
Classroom	\$150 for two (2) hours maximum \$75 per additional hour
Multi-Purpose Area	\$450 for three (3) hours maximum \$125 per additional hour

CLARKSVILLE HIGH SCHOOL

<u>AREA</u>	<u>OUTSIDE AGENCY CHARGE</u>
Cafeteria	\$150 for three (3) hours maximum \$75 per additional hour
Collins Auditorium	\$450 for three (3) hours maximum \$125 per additional hour \$50 per hour for the technician if sound and/or lighting system(s) are used
Main Gymnasium	\$450 for three (3) hours maximum \$125 per additional hour

Auxiliary Gymnasium	\$300 for three (3) hours maximum \$125 per additional hour
Classroom	\$150 for two (2) hours maximum \$75 per additional hour
Athletic Fields	\$600 for three (3) hours maximum \$125 per additional hour
Custodial Fee	\$31.25 per hour
Maintenance Fee	\$46.25 per hour