

Fluvanna County Public Schools
P.O. Box 419
Palmyra, VA 22963

File: KG-F

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____	
Authorized Agent: _____	Contact Person: _____

School or Site: _____

Space(s) to be used: _____

Date(s) to be used: _____ Beginning time: _____ Ending time: _____

Total hours: _____ With air conditioning? _____ With heating? _____

Number of participants approximately: _____

Will there be a charge for admission? _____

Specify the purpose for use of space: _____

Equipment or food-service needs (specify): _____

Is organization nonprofit? _____ Do you carry liability insurance? _____ (Documentation may be required.)

APPLICANT AGREEMENT:

- 1) We will be responsible for payment of the rental fee four (4) days in advance. The amounts charged are estimates based on planned use. Credit or refunds will be calculated based on actual use:
- 2) We will be responsible for payment for necessary personnel at a rate to be determined by personnel services:
- 3) This permit may be canceled by the School Board at its discretion:
- 4) That we become responsible for an and all damage to the site, building, and/or equipment, for the duration or the time(s) and date(s) listed on the application and understand that we will not be permitted to use the school property again if we fail to undertake these measures:
- 5) That we agree to indemnify and hold harmless the School Board, and all of its officers, employees, and agents from any and all claims demand, suits causes of action, or judgements any person had, now has or may have in the future against the event which is the subject of this agreement:
- 6) The School Board is not liable for anything we do or sponsor while using these facilities:
- 7) This organization has an open membership policy and does not discriminate on the basis of race or sex:
- 8) We understand that smoking and alcohol use are prohibited on school property:
- 9) We will restrict usage to assigned areas and observe contracted time limits:
- 10) We will obtain prior approval before any signs, placards, or banners are erected on school property:
- 11) We agree to follow all requirements set forth in Regulations KG-R.

Authorized Agent

Date

Organization

Address and Phone Number

Application is:

Approved

Denied

Notified of decision

Principal's Signature

Date

IRS Nonprofit Letter Submitted? Yes____ No____ Liability Insurance Policy? Yes____ No____

1) Rental Fees Calculation:

School area:_____ Rate: _____

No. Days x Hours x Fee= \$ _____

2) Personnel Fees:

1st Personnel Need:_____ 2nd Personnel Need:_____

Employee Name:_____ Employee Name:_____

Rate (include overtime):_____ Rate (include overtime):_____

No. Days x Hours x Fee= \$ _____ No. Days x Hours x Fee= \$ _____

Total Personnel Fees: _____

3) Special Fees:

Description:_____

No. Days x Hours x Fee= \$ _____

Subtotal of fees: \$ _____

Late payment fee (if any):\$ _____

Total: \$ _____

Application is:

Approved

Denied

Superintendent/Designee

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