

**McCormick School District
821 North Mine Street
McCormick, South Carolina 29835
(864) 852-2435**

Application for Use of School Building

_____ request the use of _____
(Name of Organization) (Facility Name)

in the _____ on _____ between the hours of _____ and _____
(School) (Date/Dates needed) (Door Open) (Door Locked)

for the purpose of (including all activities) _____

Number of persons anticipated: _____ Is the Lessee requesting to sell concession? Yes _____ No _____

If this is a children/youth event, how many adults will be supervising: _____

Will admission be charged? _____ If so, how much? _____

If admission is charged, receipts from admission are to be used for: _____

The individual listed below personally accepts the responsibility for proper supervision of facilities, ensuring that all fees and damages are paid and that all regulations are observed. Additionally, the person signing and the organization understand and agree that the School District will not be held responsible or liable for any accident or injury occurring to any person or group while the facilities are being used. Failure to use facilities for the purposes contracted will jeopardize future opportunities to lease facilities.

Obtain Certificates of Insurance:

Obtain Certificates of Insurance for General Liability from all organizations allowed to lease your facilities. Request that the School System be named Additional Insured on the Certificates

The district reserves the right to require liability insurance depending on the nature of the activity.

Contact Person: _____ Daytime Phone: _____ Home Phone: _____

Address: _____

Date: _____

(Signature of Person Applying will follow the Policy and Administrative Rules)

**Make checks payable to: McCormick School District.
Payment is due 30 days prior to event.**

FOR OFFICE USE ONLY

Name of individuals assigned to be on duty: _____
(Administrative Staff, if applicable)

(Custodian)

(Kitchen use require Food Service Employee)

Security Contract due two (2) weeks prior to event: _____
Name of Security Company

User Fee: _____ Other Charges: _____ Total Charges: _____

(Signature of Principal or Designee) (Signature of Director of Maintenance) (Signature of Superintendent or Designee)

Date

Date

Date

Copy to: School, Lessee, Accounts Payable, Building/Grounds and Food Service Director (if cafeteria/kitchen used)

NOTE: See other side for: Fees

Procedure and Schedule of Rates for Rental of School Facilities

McCormick Elementary/Middle/High School Complex

Cafeteria/Kitchen

Rental of cafeteria includes use of main cafeteria, chairs, and tables. * An additional fee will be charged to cover the Custodial Employee, who must be present while the cafeteria is in use. If the kitchen is requested, an additional fee will be charged to cover the wages of the Food Service Employee, who must be present.

Dining Area	\$200.00
Kitchen	\$100.00
Custodial Employee	\$50 first hour and \$20 thereafter
Food Service Employee	\$50 first hour and \$20 thereafter
Security Services	- to be det. By the sch. Dist., based on the type of activity

Gymnasium (Both)

Rental of the gymnasium includes use of the stage, if needed. * An additional fee will be charged to cover the wages of the Custodial Employee(s) and an Administrative Staff Member. ** These people must be present while the gym is in use. In addition, the wages of the District's Sound Operator, who must be present when the sound system is in use, must be covered.

Gymnasium	\$200.00
Custodial Employee(s)	\$50 first hour and \$20 thereafter
School/District Representative	\$50 first hour and \$40 per hour thereafter
District's Sound System Operator	\$50 first hour and \$40 per hour thereafter
Security Services	- to be det. By the sch. Dist., based on the type of activity

* Rehearsals: must have prior approval from the Director of Maintenance. Certain charges may be applied.

** The fees charged are not necessary the rates paid the employees. Rates of compensation are based on the individual's hourly rate and hours worked per week.

Meeting Room (Media Center or Multi-Purpose)

Rental of the Meeting Room in the Media Center or the Multi-Purpose Room includes use of the tables, chairs, podium, TV/VCR, screen, and projector for transparencies. ** An additional fee will be charged to cover the Custodial Employee(s) who must be present while the Meeting Room and /or Multi-Purpose Room are in use.

Meeting Room	\$125.00
Custodian Employee(s)	\$50 first hour and \$20 thereafter
Security Services	-to be det. By the sch. Dist., based on the type of activity

To receive a refund, the Director of Maintenance must receive a five-day notice, in writing. (Postmarks are not considered receipt of request within the timeframe.) Cancellation/Rescheduled events for **any reason** not made five days prior to the event, will result in a \$75.00 charge.

In accepting this contract, it is the understanding that persons contracting for and using the school agree to abide by all school board policies, rules, and regulation governing the use of school facilities and assume responsibility for damage other than normal wear to the building and facilities. The district reserves the right to reject any request to use the facilities. The district reserves the right to cancel an event, if it in the best interest of the activities/duties of the school (s).