

PIKE COUNTY SCHOOLS FACILITY USE REQUEST

COMPLETE ALL SECTIONS – failure to do so could result in return of request without approval.

Submit SEPARATE times for set up/rehearsal times and actual meeting/performance times.

Times requested will be placed on the county calendar exactly as entered on the facility request.

*****Facility Use Request MUST originate at the building requested*****

Date of Request _____ Requested By: _____

Requestor's Email: _____ Phone: _____ Cell: _____

Group or Organization: _____ Event: _____

Address: _____ City: _____ State _____ Zip: _____

Location Requested: _____

Food Served? Yes No Prep Area Needed: Yes No Expected Attendance: _____ Admission Cost: _____

Request for additional items: *Requests MUST be made at the time of scheduling the event – no last minute adjustments can be made.*

Piano # Tables #Chairs Risers Heating/Cooling Facility Other

(See Energy Use Request Administrative Rule for standard heating and cooling operating degrees)

Date	Start Time	End Time	Date	Start Time	End Time

Building Principal's Signature: _____ Date: _____

*****The following section is to be completed by School Official Supervising the event*****
 Supervisor must be a Pike County School System employee. **Supervision Fee \$25.00 per hour.**

Name: _____ Employment Location: _____ Contact #: _____

Supervising Signature: _____ *Supervision Fee Waived (initial)*

THE FOLLOWING FEES APPLY TO ALL USES OTHER THAN SCHOOL EVENTS.

Fees are to be paid by the requesting person two (2) weeks prior to the event.

All fees are paid to:

Operations Department, 7452 US Highway 19, Zebulon, GA 770-567-3536.

Make checks payable to Pike County Board of Education.

Board of Education approval is required for all uses other than school events.

The Board meets in regular session the second Tuesday of each Month.

ALL OUTSIDE ENTITIES MUST PROVIDE LIABILITY INSURANCE IN THE AMOUNT OF \$500,000.00 attached to this request.

- Facility Use Fee \$250.00 per day.....
- Auditorium Use Fee \$500.00.....
- Custodial Fees \$50.00 per Event.....
- Café Fees \$50.00/2 hr + \$12.50 each add'l.....
- Supervision Fee \$25.00 per hour.....

Security Required

Requesting person must notify Police or Sheriff (only if required) to schedule adequate security for the event.
 (See Request for Security form). Requesting person must notify security was obtained in writing to school system prior to approval by submittal of security form.

Security Form Received: _____ Waived: _____

Facility Director Signature: _____ SNP Director Signature: _____

Superintendent's Signature: _____ Date: _____ Approved _____ Denied _____