

**PIKE COUNTY SCHOOLS FACILITY USE REQUEST**

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

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

Date of Request  Requested By

Requester's Email  Requester's Phone

Group/Organization  Event

Address  City  State  Zip

Location Requested

Dates Requested:

Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>	Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>
Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>	Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>
Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>	Date <input type="text"/>	Start Time <input type="text"/>	End Time <input type="text"/>

Expected Attendance  Admission Cost

**Please check all that apply/needed for event below.**

Food Served  Prep Area Needed  Cafeteria Equipment  Cafeteria Tables  Risers

#Tables  #Chairs  HVAC  Lights/Electrical  Custodial Cleaning

Other

Building Principal's Signature  Date

**The Following Applies to ALL USES OTHER THAN SCHOOL EVENTS.**

\*Board of Education Approval is required for all uses of other than school events.\*

**\*\* EVENTS MUST BE REQUESTED 30 DAYS IN ADVANCE IN ORDER TO SECURE BOARD APPROVAL \*\***

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

**ALL OUTSIDE ENTITIES MUST PROVIDE LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00.**

Fees are listed below: Any and all fees must be paid at least five days in advance of the use of the facility and a cancellation fee be charged if the requested use of the facility is canceled with less than forty eight hours notice.

Make check payable to Pike County Board of Education.

All fees must be paid to PCS Facilities Department, 7452 US HWY 19 S, Zebulon, GA 30295 - 770-567-3536

Facility use per day: \$250.....	<input type="text"/>	Supervision-1/2 day (5hrs) \$125	<input type="text"/>	Whole day (5+hrs) \$200	<input type="text"/>
Auditorium use per day: \$1,000....	<input type="text"/>	Security - \$40 per hour.....	<input type="text"/>		<input type="text"/>
Custodial cleaning per day: \$200...	<input type="text"/>	Other - .....	<input type="text"/>		<input type="text"/>

**Security** - The Superintendent may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary in the discretion of the maintenance director or Superintendent. (If decided security is needed, requesting person must get with local Sheriff's office to schedule adequate security for the event and must notify the school system.

Security Needed  (initial) Security Waived  (initial)

The approval of the following individuals are required before this request is sent to Board approval.

Facility Director's Signature  Date

SNP Director's Signature  Date

(SNP Director approval is ONLY needed when a school's cafeteria equipment is requested for use.)

Superintendent's Signature  Date

Pike County Board of Education decision: Approved  Denied

Date: