

Halifax County Schools are 100% Tobacco, Alcohol and Drug-Free

Community Schools Program
Application for Use of School Facilities

1. Facilities to be used _____
Activity to be held _____
How many are expected to attend? _____ Adults _____ Students _____ Pre-School _____
Will a fee or donation be collected? _____ How much? _____ (Total per person) _____
2. Single Event: Date _____ Time: from _____ to _____
OR
Series of meetings: Number of sessions _____ Day(s) of week _____
Time: from _____ to _____ Beginning date: _____ Ending Date _____
3. Organization making request _____
Contact person/position _____
Address _____ Phone # _____
City _____ State _____ Zip Code _____
4. Equipment and services needed (indicate all that apply)
Lights _____ Heat _____ Showers _____ Security _____ Other _____
Open/close building (custodian or other responsible school employee) _____
Kitchen use (a kitchen worker must be employed if the kitchen is used) _____

5. I certify that facilities will only be used for the purpose and at the times stated above. I agree to follow all rules and regulations governing the use of school facilities, and to leave them in the same condition they were found. I understand that I, and the organization represented, may be liable for any damage to the facilities and hold blameless the Halifax County Board of Education from any and all claims for damages, personal or otherwise, that may occur during this organization's use of school facilities. I also understand that there will be no use of tobacco, smoking, drugs or alcohol.

Requester's Signature _____ Date _____

Approved: _____ Date _____
Principal

Approved: _____ Date _____
Superintendent or Designee

A MONEY ORDER (no check or cash) PAYABLE TO THE HALIFAX COUNTY BOARD OF EDUCATION FOR THE FULL AMOUNT MUST BE ATTACHED. UNPAID REQUESTS WILL BE RETURNED FOR PAYMENT BEFORE APPROVAL.

(from reverse) TOTAL PAID \$ _____

Copies: Superintendent's Office School Requestor Maintenance Department Child Nutrition Department Finance Officer

OFFICE USE ONLY

Choose the category this event falls into, then figure the amount due using the charges listed for that category. Separate charges apply to each different facility used. An event that requires the gym and the cafeteria would use the gym fee on the "Facility 1 fee" line, and then add the base fee (with or without kitchen) on the "Facility 2 fee" line.

Category 0 (No charge for facility use; however, fees for custodian and cafeteria employee will be required). Activities, which contribute directly to the students and educational programs of Halifax County. Not restricted to instructional activities, but also includes:

1. Student extracurricular activities approved by the principal, superintendent or designee.
2. Non-school organizations and activities, which are recognized by the Board of Education as enhancing the educational program or the relationship between the community and the Halifax County Schools. This includes Parent/Teacher Organizations (PTO, PTA, PTSA, etc.), Booster Clubs, Scouts, and School Advisory Councils.

Category 1 – Meetings and functions other than fund-raisers sponsored by non-school groups, which provide community service or by church organizations, and activities sponsored by local governments. This category includes:

1. Activities sponsored by recreation departments, rescue squads, fire departments, senior citizen groups, non-profit utilities, the county commissioners, social service organizations, arts councils, or similar groups.
2. Activities sponsored by other businesses or groups, which are intended to directly benefit the education process.
3. Class reunions and civic club meetings.

Charges for Category 1

- (1) Base Fee \$75 (Aurelian Springs, Dawson, Everetts, Hollister, Pittman, Scotland Neck Primary, White Oak)
- (2) Base Fee \$150 (Davie, Inborden/Enfield, Northwest, Southeast)
- (3) Kitchen \$ 50 per hour (additional fee) - plus cafeteria employee
- (4) Gym \$50 per hour (additional fee)
- (5) Athletic Fields/Grounds \$50 per hour (additional fee)
- (6) Auditorium/Multi-Purpose Room \$50 per hour (additional fee)

Category 2 – Fund-raising activities, banquets or parties by Category 1 groups. Also includes fundraisers for other recognized charities and functions, such as employee banquets, sponsored by business or industry. Wedding receptions, family reunions and other private uses also fall into this category.

Charges for Category 2

- (1) Base Fee \$100 (Aurelian Springs, Dawson, Everetts, Hollister, Pittman, Scotland Neck Primary, White Oak)
- (2) Base Fee \$200 (Davie, Inborden/Enfield, Northwest, Southeast)
- (3) Kitchen \$50 per hour (additional fee) - plus cafeteria employee
- (4) Gym \$50 per hour (additional fee)
- (5) Athletic Field/Grounds \$50 per hour (additional fee)
- (6) Auditorium/Multi-Purpose Room \$50 per hour (additional fee)

Category <u> 1 </u>	
Facility 1 Fee <u> </u> Base Fee - \$ 75.00 =	\$ <u> </u>
Facility 2 Fee <u> </u> Base Fee - \$150.00 =	\$ <u> </u>
Facility 3 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 4 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 5 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 6 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Custodian Fee <u> </u> hours @ \$ 25.00 per hour =	\$ <u> </u> (min. 3 hrs.)
Kitchen Worker <u> </u> hours @ \$ 25.00 per hour =	\$ <u> </u> (min. 3 hrs.)
TOTAL AMOUNT DUE \$ <u> </u>	

Category <u> 2 </u>	
Facility 1 Fee <u> </u> Base Fee - \$100.00 =	\$ <u> </u>
Facility 2 Fee <u> </u> Base Fee - \$200.00 =	\$ <u> </u>
Facility 3 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 4 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 5 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Facility 6 Fee <u> </u> hours @ \$ 50.00 per hour =	\$ <u> </u>
Custodian Fee <u> </u> hours @ \$ 25.00 per hour =	\$ <u> </u> (min. 3 hrs.)
Kitchen Worker <u> </u> hours @ \$ 25.00 per hour =	\$ <u> </u> (min. 3 hrs.)
TOTAL AMOUNT DUE \$ <u> </u>	

CHARGES EFFECTIVE (TBA)

Subject to change at any time by action of the Halifax County Board of Education