

Hamilton County School District Rental Procedures

The following steps must be taken to secure the use of property with the Hamilton County School District.

1. The person representing the organization or group requesting use of property must contact the site administrator (see below) where the property is located and obtain a Rental of Facilities information package.
2. The representative must complete the Facilities Agreement Form (signed and dated) and the Facilities Rental Form form and return them to the site administrator.
3. The site administrator will approve or deny the request.
4. If the request is approved, the site administrator will require payment of the damage deposit(s) and rental fee(s), which **may** include personnel charges. Liability insurance must be purchased online if proof of liability cannot be presented. Link to online purchase: <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
Please use Venue ID Code: 4781-007
5. The completed Facilities Agreement Form, Facilities Rental Form, and applicable payments must be forwarded to the risk management contact ***ten days prior to the scheduled event.***

Contact Information for Rental of Facilities

<i>Central Hamilton Elementary</i>	<i>Peggy Hasty</i>	<i>792-8000</i>
<i>North Hamilton Elementary</i>	<i>Peggy Hasty</i>	<i>938-1400</i>
<i>South Hamilton Elementary</i>	<i>Peggy Hasty</i>	<i>397-4400</i>
<i>Hamilton County High School</i>	<i>Kip McLeod</i>	<i>792-6540</i>
<i>Greenwood School</i>	<i>Betty Linton</i>	<i>792-6590</i>
<i>Old High School's Athletic Facilities</i> <i>(softball field, baseball field, parking lot, restrooms, football field, gymnasium, concession stand)</i>	<i>Ward Daniels</i>	<i>792-7901</i>

Hamilton County School District Rental of Facilities and Equipment

1. All rental activities must be supervised by an approved employee of the site.
2. Kitchens must be supervised by an approved food service employee of the site.
3. If the sound system is used, an authorized employee of that school site must be contracted to operate the system.
4. A walk through must be completed before and after rental by the site supervisor or designee, noting any areas of concerns or damages.
5. No group or organization will be allowed to rent the facilities if they are charging an admission or accepting a donation.
6. The Superintendent has the discretion to waive this rental under such terms and conditions the Superintendent sets.
7. The Superintendent reserves the right to charge \$25 per hour for employees required to be onsite during the use of the facility and time expended cleaning after the event. This fee will be estimated and payment required prior to the event.

The damage deposit will be retained until after inspection by the site supervisor or his/her designee.

Facility/Equipment	Damage Deposit	Single Event Rental Fees	Reduced Fee for Non-Profit Organizations
Small Venue			
Individual Classroom/ Conference Room	\$500.00	\$90.00	\$50.00
Large Venue			
Gymnasium	\$500.00	\$250.00	\$100.00
Cafeteria	\$500.00	\$300.00	\$125.00
Stadium (excludes HCHS)	\$500.00	\$500.00 (with lights) \$250.00 (w/o lights)	\$200.00 (with lights) \$100.00 (w/o lights)
Auditorium	\$500.00	\$500.00	\$200.00
Equipment Rental	\$500.00	TBD	TBD

**Hamilton County School District
Facilities Agreement**

1. The undersigned organization and the Hamilton County School District hereby acknowledge that application has been made by the organization for the use of school district facilities as described in the application dated _____. The Hamilton County School District is willing to rent to the organization the use of school facilities in accordance with the terms set forth herein, as well as in accordance with school board policies.
2. It is understood and agreed that no alterations to electrical systems, ancillary components or any part of the facilities will be made, and the organization will assume any personal liability and responsibility for damages incurred. The organization shall hold harmless and indemnify the school board, its agents, servants and employees from any and all liability and damages of every kind and sort including, but not limited to, attorney fees and other costs of responding to or defending any claims or litigation which may occur because of the use of the premises or any action or inaction of the organization, or any of its agents, servants and employees. The principal or the administrator of the participating facility shall have the final recommending authority on any rental agreement. Any additional usage of facilities beyond agreed time will have to be compensated for.
3. The use of alcohol/drugs or any illegal activities on Hamilton County School District property is strictly prohibited.
4. The facility must be used for the purpose as rented.
5. I have received a copy of and understand all policies governing the use of school facilities.

Name of Organization

Date

Signature of Authorized Person

Office or Position

Return signed form to appropriate facility principal, ten (10) days before date of the activity.

**Hamilton County School District
Facilities Rental Form**

To be completed by organization requesting use

Name of Facility Requested: _____
Specific Area(s) Requested: _____
Number of People to Use Building: _____
Date(s) Requested: _____
Beginning/Ending Time: _____
Purpose of Activity: _____
Sponsoring Organization: _____
Tax Exemption Number: _____ Occupational License Number: _____
Liability Insurance: Yes ___ No ___ **Copy of Certificate of Insurance must be provided.**
Limits of Insurance: Liability 1,000,000 and Property Damage 1,000,000
Requesting Fee Waiver: Yes ___ No ___
If Yes, Reason: _____
Person in Charge: _____
Address and Telephone: _____

To be completed by Principal/Administrator of Facility

Date: _____

Approve: Yes ___ No ___ Principal/Administrator Signature _____

Single Event: ___ Multiple Events: ___ Number of Meetings: ___

\$ _____ Damage Deposit (**Payable in separate check to Hamilton School Board to be held until the event is complete**)

Charges:

\$ _____ Rental Fee (This includes the rental of the facility \$ _____ and/rental of equipment \$ _____)

\$ _____ Personnel Costs (Number of Hours _____ at \$25 per hour)

\$ _____ Liability Insurance (**To Be Paid Online**)

\$ _____ Total Cost of Lessee (**check payable to Hamilton School Board**)

Risk Management Coordinator's Approval: Yes ___ No ___

Signature

Date

Superintendent's Approval of Fee Waiver: Yes ___ No ___

Signature

Date

Return completed form to appropriate facility principal/administrator, accompanied by checks or agreed amount, **ten (10) days before date of activity**. To avoid misunderstandings to the condition of facility before and after use, inspection of said facilities by principal/administrator and lessee is required.