

**CHARLESTON COUNTY SCHOOL DISTRICT
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS**

RULES AND REGULATIONS

****Refer to CCSD Policy 1330 for complete policy guidelines, terms and conditions****

1. The requesting individual/organization will be responsible for any losses, injuries, or damages to person or property which may occur while using or in control of said premises.
2. In consideration for use of the premises, the requesting individual /organization agrees to indemnify, save, and hold harmless the Charleston County School District from any and all claims connected with, in whole or in part, by act or omission of said organization or any person admitted to the premises by the organization.
3. Non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate and fire legal property liability and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as an additional insured. Insurance certificates shall be provided to the District 15 days prior to the event.
4. The requesting individual/organization assumes full responsibility for the conduct of all persons admitted to the premises.
5. Use of school facilities by other than school-affiliated groups is not to interfere with the school program. Organizations that are not school related are encouraged to make arrangements for use of facilities at community schools (primary location—high schools).
6. The CCSD School Board reserves the right to deny the use of school facilities when the Board deems it necessary in the public interest. No school facility, building, or grounds will be used for unlawful purposes.
7. Organizations/individuals using District facilities will conduct orderly meetings and gatherings not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed or color.
8. A school district employee approved by the principal shall be present at all times facilities are in use. Use of outdoor facilities will be supervised by a CCSD employee or designee approved by the Principal. A custodian and building supervisor are required to be on duty during the use of any school facility, if determined by the CSD.
9. Events requested should not disturb or be a nuisance to the community surrounding the school. All events shall be ended by 11:00 p.m.
10. Kitchens and kitchen equipment are not to be used without authorization.
11. No person shall possess, discharge, or set off any fireworks, firearms, weapons or other explosive devices at any CCSD facility.
12. No person shall discard litter at any facility except in designated receptacles.
13. No person shall remove, deface, damage or otherwise injure any structure, sign, fence, equipment, or improvement in or on a District facility or grounds.
14. No person shall operate or park a motor vehicle in or upon any District grounds other than designated parking areas.
15. No person shall possess an open container or consume any alcoholic beverage while on the District property.
16. No smoking is permitted on District property.
17. No school facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
18. All permits/contracts are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
19. The activity chairman or other person responsible for the event shall carry the facility use permit upon his person during the activity.
20. Permit is for the use of designated areas of the facility. User has no privilege for the use of any area other than those stated in the permit.

These rules and regulations are accepted and agreed to on _____ by:
(Date)

(Name)

(Organization)

APPLICATION/CONTRACT FOR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

This application form is not a contract. A separate contract or permit must be executed and duly signed in order for the request to be finalized. The \$20.00 non-refundable application fee must be submitted along with this application. All information must be furnished before application can be processed. Fees must be paid ten working days prior to scheduled event. Make check payable to the appropriate Community School. Application must be filed with the Community School Director not less than 30 working days before intended use. Cash not accepted for payment of fees; Only check or money orders accepted. ****SEE REVERSE SIDE FOR RULES AND REGULATIONS****

PERMIT # _____ Date of Application _____

School Requested (Name) _____

Activity/Event _____

Date(s) of Event _____ Projected Attendance _____

Open building at _____ AM / PM

Close building at _____ AM / PM

Individual/Organization _____

Address _____

Phone _____ (w) _____ (h)

E-mail

Type of Activity _____

Person Responsible / in Charge _____

Phone _____ (w) _____ (h)

Is the organization a non-profit type? Yes No

Is there a third-party contract/arrangement with a profit-making individual/organization? Yes No

If so, list the name of individual/organization: _____

Will food be served? Yes No

Will money be collected? Yes No

Admission fees: Yes No

Donations accepted: Yes No

Raffle: Yes No

Other (specify) _____

Special Requirements: _____

CALCULATION OF FEES BY SCHOOL PERSONNEL

*Rental Area	Number	Hours	Fee	Subtotal
<input type="checkbox"/> Auditorium	_____	_____	_____	_____
<input type="checkbox"/> Cafeteria	_____	_____	_____	_____
<input type="checkbox"/> Cafe. w/ Kitchen	_____	_____	_____	_____
<input type="checkbox"/> Classroom(s)	_____	_____	_____	_____
<input type="checkbox"/> Gymnasium	_____	_____	_____	_____
<input type="checkbox"/> Media Center	_____	_____	_____	_____
<input type="checkbox"/> Theatre	_____	_____	_____	_____
<input type="checkbox"/> Outdoor Fields	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____

*Personnel	Number	Hours	Fee	Subtotal
Auditorium Mgr.	_____	_____	_____	\$ _____
Athletic Event Staff	_____	_____	_____	_____
Cafeteria Staff	_____	_____	_____	_____
Custodian	_____	_____	_____	_____
Event Manager	_____	_____	_____	_____
Finance Clerk	_____	_____	_____	_____
Maintenance Tech.	_____	_____	_____	_____
Security	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Sound Tech.	_____	_____	_____	_____
Other	_____	_____	_____	_____

*Special Fees	Number	Hours	Fee	Subtotal
Application Fee	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total				\$ _____

- IRS Letter Submitted Yes No
- Is this a School-affiliated event? Yes No
- Liability Insurance Policy Attached Yes No
- Indemnity Clause Yes No

Comments: _____

Approved Disapproved Principal _____

Approved Disapproved Facility Use Officer _____

Approved Disapproved Facility Services _____

Approved Disapproved OTHER _____