

Rockdale Career Academy - School Facility Use Application

<i>Please Type or Print in Blue Ink</i>	Office Use Only
<p>Our organization is designated as:</p> <p><input type="checkbox"/> Non-profit making <input type="checkbox"/> Profit making (must provide Form 501(c)(3) with application)</p> <p>We are a:</p> <p><input type="checkbox"/> Government agency <input type="checkbox"/> Church group <input type="checkbox"/> Private business <input type="checkbox"/> Religious group <input type="checkbox"/> An individual (not a business) <input type="checkbox"/> Civic group</p> <p style="text-align: center;">All users must provide proof of insurance (\$1,000,000 liability limit) with application.</p>	<p>Requesting Organization's Name & Address (include city/zip):</p> <p>Contact Person: _____</p> <p>Name of Organization: _____</p> <p>Address: _____</p> <p>City/Zip: _____</p> <p>Phone for Contact: _____</p> <p>Email for Contact: _____</p>
<p>Admission to the function for which the facility will be used will be by (check one):</p> <p><input type="checkbox"/> Free Admission <input type="checkbox"/> Paid Admission (open to public) <input type="checkbox"/> Invitation Only (not open to public)</p> <p>Estimated Attendance Will Be: _____</p>	<p>The purpose for which we will use the facility is:</p> <p>_____</p> <p>_____</p> <p>Will RCPS students and/or staff be participating? _____</p> <p>Will refreshments be served? _____</p> <p>What will be served? _____</p> <p style="text-align: center;">FOOD MAY BE SERVED IN CAFETERIA OR COMMONS ONLY</p>
<p>Facilities Requested:</p> <p><input type="checkbox"/> Auditorium _____</p> <p><input type="checkbox"/> Classrooms # needed _____</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Commons</p> <p><input type="checkbox"/> Media Center</p> <p><input type="checkbox"/> Parking lot</p> <p><input type="checkbox"/> Other _____</p> <p>Custodians may provide access only to areas requested and approved.</p>	<p>Services Requested:</p> <p><input type="checkbox"/> Technology needed _____</p> <p><input type="checkbox"/> Tables: # needed _____</p> <p><input type="checkbox"/> Chairs: # needed _____</p> <p><input type="checkbox"/> Catering _____ (Please see Culinary Arts/Catering agreement)</p> <p>Furniture & Equipment needs must be submitted and confirmed 2 weeks prior to event to ensure availability.</p>
<p>Date(s) of Use: Function Set-up</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>Date(s) of Use: Function Dates</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>ALL AREAS APPROVED FOR USE MUST BE RESTORED TO ORIGINAL ORDER. TEACHER DESKS AND STUDENT WORK/PROJECTS ARE OFF LIMITS AND SHOULD NOT BE MOVED OR ITEMS REMOVED FROM THEM. ALL TECHNOLOGY MUST REMAIN CONNECTED AND IN ORIGINAL LOCATION.</p>	<p>FOOD, DRINKS, SNACKS ARE NOT PERMITTED OUTSIDE OF COMMONS OR CAFETERIA AREAS. THIS INCLUDES WATER, CANDY, COFFEE, DONUTS, BOXED LUNCHES, PIZZA, ETC.</p> <p style="color: red; text-align: center;">FAILURE TO ADHERE TO THESE RULES COULD RESULT IN FUTURE REQUESTS BEING DENIED.</p>

Rate Table for Use of School Facilities

A fee will be charged for the use of any school facility when school is not regularly open. The minimum fee entitles the user to a maximum of three (3) hours use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours. Checks for the use of the facility should be made **payable to the Rockdale County Board of Education; checks for the auditorium/theater manager, lighting operator, sound/rigging operator, and food service manager should be made payable to the individual. A check should be presented to the individual providing the services by the user prior to the event. A check made payable to GCA Services Group will be collected along with the use of facilities lease fee to be distributed to the appropriate GCA Account Manager .**

Rockdale Career Academy Facility Rental Fees:		RCA Culinary Arts / Catering Fee Structure
CLASSROOMS	MINIMUM \$150.00 HOURLY \$50.00	LINENS ARE AVAILABLE FOR CATERED EVENTS ONLY
COMMONS & CAFETERIA	MINIMUM \$150.00 HOURLY \$50.00	CATERED EVENTS SCHEDULED ON SATURDAY OR SUNDAY WILL BE CHARGED AN ADDITIONAL \$300 FEE
AUDITORIUM	MINIMUM \$300.00 HOURLY \$100.00	RCA IS UNAVAILABLE TO OUTSIDE GROUPS DURING PLANNED SCHOOL BREAKS.
Technology Manager	\$35.00 per hour*	

* MANDATORY FEE | TECHNOLOGY MANAGER MUST BE PRESENT IF AUDITORIUM IS USED.

CUSTODIAL STAFF MAY NOT PROVIDE ACCESS TO AREAS NOT APPROVED BY FINANCIAL SERVICES AND RCA SCHOOL ADMINISTRATION.

All applicants must carefully read and sign the statement below before any application can be considered.

I certify that I am an Officer in the organization making application for use of school facilities, and that I am authorized by the organization to execute this agreement. I further certify that I have read the regulations dealing with the use of school facilities, and that I hereby bind the organization to these regulations as a term of our use of the facility. Also, I certify that the organization agrees to pay for the use of the facility according to the rate table shown therein and to pay for any custodial or other personnel that the Board of Education may require as a result of our use of the facility. I further agree to notify the Chief Financial Officer (or his/her designee) of any changes to the requested school facilities. I shall also ensure that tobacco and alcohol products are not used while on school property and that the facility is left in a clean and orderly condition.

Indemnification Agreement: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to indemnify and hold harmless Rockdale County Public School District and the Rockdale County Board of Education, and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board who may be liable from all liability claims, damages or expenses of any kind, injury or damage to the person or property of any person, including attorney fees, which they may sustain or incur as a result of the lease, use or non-use, occupancy, injury, damage to person or property, or other claim arising in connection with the organization's use of the facility even if said injuries or damages are alleged to be the result of the negligent acts and/or omissions of Rockdale County Public Schools and the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, or predecessors and successors in interest, and all other persons or entities of the Board. The organization further agrees to defend, at the organization's sole expense, any legal action which may be brought against Rockdale County Public Schools, the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board for personal injury property damage, or other claim of harm resulting from the organization's use of the facility even if such injuries and/or property damage is alleged to have resulted from the negligent acts and/or omissions of Rockdale County Public Schools, Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, and all other persons or entities of the Board. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense of Rockdale County Public Schools and Rockdale County Board of Education.

Liability Insurance Coverage: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the users use of the facility and for the duration of the agreement between the user and Rockdale County Public Schools and Rockdale County Board of Education as required by O.C.G.A. § 51-1-53.

I understand no refunds will be made once I render payment for facility use or personnel time.

Printed Name & Title of Officer

Signature of Officer

Date

Name of Organization & Responsible Party:

Date:

To Be Completed by Chief Financial Officer:

I approve the application.

Fee and Payment Schedule

Security Deposit (if applicable)

Event Fee (# days x cost per day)

1/3 Payment as deposit

Balance Due

Technology Manager Fee (# hours x \$35)

Custodial Fee* (# hours x \$18)

Security deposit will be shredded after final date unless otherwise instructed.

I understand no refunds will be made once I render payment for facility use or personnel time.

Security personnel will be coordinated by Vernon Sands (vsands@rockdale.k12.ga.us). Level of security will be at the discretion of the Office of School Safety and Student Affairs.

*Custodial fees applicable during non-working hours. All payments for custodial fees should be made payable to GCA Services Group and submitted to the Chief Financial Officer

I do not approve the application for the following reason:

- Time conflict with school schedule
- Unsatisfactory previous experience with requester group
- Proposed use incompatible with building design
- Other (specify) _____

Signature of Responsible Party

Date

Signature Chief Financial Officer

Date

Name of Organization & Responsible Party: _____

Date: _____

To Be Completed by CULINARY ARTS COORDINATOR:

I approve the application.

Fee and Payment Schedule

DUE DATE

CATERING TOTAL (Cost x # Feeding)

50% Deposit due when contract signed

Balance Due 5 days prior to event date

50% DEPOSIT IS NON-REFUNDABLE.

Please note: Should Rockdale County Public Schools close due to inclement weather, catered events may be rescheduled by the Culinary Arts Department.

APPROVED EVENT DATE AND PROJECTED ATTENDANCE MAY NOT BE CHANGED WHEN WITHIN 14 DAYS OF EVENT.

I do not approve the application for the following reason:

- Time conflict with school schedule
- Unsatisfactory previous experience with requester group
- Proposed use incompatible with building design
- Other (specify) _____

Signature of Responsible Party

Date _____

Signature Chief Culinary Arts Coordinator

Date _____