

Towns County Board of Education
67 Lakeview Circle, Suite C
Hiawassee, GA 30546
Phone: (706)896-2279 Fax: (706) 896-2632

Towns County Elementary School
1150 Konahetah Road
Hiawassee, GA 30546

Towns County Middle / High School
1400 U.S. Highway 76 East
Hiawassee, GA 30546

FACILITY USE AGREEMENT

Name of Organization: _____

School Facility Requested: _____

Purpose of Use: _____

Date Requested: MM / DD / YY _____ Day of Week _____

Time Requested: From: _____ AM / PM To: _____ AM / PM

Name of Representative: _____

Address: _____

Phone number(s): Home: _____ Cell: _____

The following terms are to be complied with by organizations requesting to use Towns County School facilities (fee structure on reverse side)

1. Use of school facilities must not interfere with normal school operations.
2. All tables, chairs, and other school furnishings are to be put back the way they were found.
3. Floors are to be swept and mopped and trash is to be taken out to the dumpster.
4. Lights, fans, etc. are to be turned off.
5. Doors are to be secured before exiting the facility and keys are to be returned the following day.
6. If the organization does not leave the facility in proper order, this may result in denial of future requests for use of the school facility.
7. The organization is to use only that portion of school property specified on the agreement. Participants must refrain from entering other spaces.
8. The Towns County Board of Education and Towns County Schools assumes no liability for the organization using the school facility.

NOTE: The organization must contact Ms. Beth Wood at 706-896-2279 in advance of the event to obtain a key for entry into the school facility.

Signed: _____ Organization Representative -
(I certify that I accept the responsibility of the replacement of all lost or damaged school equipment and property entrusted to my use during the occupation of the requested facility space. I hereby state that the information provided on this application is true and correct and that, if approved, I will abide by the rules and regulations for the use of a public school facility as set down by the Towns County Board of Education.)

Facility Approved / Disapproved: _____ Principal

Approved / Disapproved: _____ Superintendent

Deposit Fee (if required) Submitted with Request: \$ _____ (refundable)	Facility Use Fee, Paid 10 days in Advance: \$ _____ (non refundable)
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Key # _____ given to _____ Signature _____
Key Returned to Central Office on _____ Received by: _____
(date) (Central Office Staff)

Use of School Facilities

Fee Structure:

The fee structure for use of facilities is broken into 2 schedules:

- The first fee schedule is for use of classroom space, gyms, media centers, cafeterias and other general areas.
- The second schedule is for use of the auditorium. This facility will be available using fee schedule 2 due to the operational costs associated with this facility.

Fee Schedule # 1

Use of classrooms, gyms, media centers or cafeterias (minimum of four hours)	\$ 25
Use of same facilities for each additional hour(s)	\$ 10

Fee Schedule # 2

Use of Auditorium (minimum of four hours)	\$ 400
Use of same facility for each additional hour(s)	\$ 125
** Additional Fee for Audio / Lighting Equipment for trained system employee to operate the requested equipment. (minimum of \$ 50)	\$ 15 per hour
Deposit Fee	\$ 250

A Deposit Fee is Required when the Auditorium request is submitted. Full Payment is required 10 days before the Auditorium is used.

All Deposits and Facility Fees will be paid to the Towns County Board of Education by Check.

After the event, the facility will be inspected. Upon an "all clear" inspection, a release will be signed by the school official, and the deposit (if required) will be returned.