



199 Browning Avenue
Huntingdon, TN 38344

HMS

HUNTINGDON MIDDLE SCHOOL
Scott Carter, Principal



Office: 731-986-4544
Fax: 731-986-8689

CAFETORIUM RENTAL GUIDELINES

\$100.00 WHEN NO ADMISSION IS CHARGED

\$200.00 WHEN ADMISSION IS CHARGED

\$300.00 WHEN TICKET SALES EXCEED \$500.00

OTHER REGULATIONS

1. Rental fee is for facility use only; no additional equipment is included
2. Entry to the teachers' eating area, stage area, storage areas, and kitchen area is prohibited without permission of school administration
3. Use of food service equipment is prohibited without permission from the food service supervisor and supervision from food service personnel
4. Decorations on walls, curtains, doors, etc. are prohibited
5. School activities will receive scheduling priority
6. Cafetorium rentals will be restricted to residents of the Huntingdon Special School District unless approval is granted from the Director of Schools and/or Board of Education
7. A contract will be provided for the responsible party when scheduling an event
8. Remit all payments to the Huntingdon Special School District

ADDITIONAL COSTS

A fee of **\$18.95** per hour, per employee will be added to the rates charged for cafetorium use. The additional charge will be from the time the cafetorium is opened until the time the cafetorium is closed, including time to set up tables/chairs and mop the floor as needed.

When signing the rental contract, you must notify the cleaning staff of specifics of any tasks needing to be done in the way of setup and times the building will be opened/closed.

THERE IS A MINIMUM CHARGE OF \$100.00 PER EVENT.

Huntingdon Special School District

A Tradition of Excellence