

APPLICATION FOR USE OF SCHOOL FACILITIES

SCHOOL: _____

1. Organization/Individual Name: _____ (Must be 18 years or older)

2. Organization/Individual's Authorized Representative: Name: _____

Address: _____

Telephone: _____ (day) _____ (evening)

3. Purpose for which facility will be used: _____

Date(s) _____

Number of hours _____ Times: _____

4. Area of Facility to be used: Dining Rm _____ Media Center _____ Auditorium _____ Athletic Field _____ Kitchen _____ Classroom(s) _____ Gymnasium _____ Other _____

5. All users, except school sponsored groups, must furnish a certificate of insurance for general liability coverage with total limit coverage of \$1 million for each claim made. The Randolph County Board of Education should be listed as additional insured.

School Sponsored Group _____ Non-School Sponsored Group _____

6. *Fee charged for use of facility: _____ Category _____ hrs. x _____ rate = \$ _____ Total

7. *Indicate school employees needed: C/N _____ Custodial _____

If Kitchen is used, C/N (Child Nutrition) employee must be present during event.

8. *Principals shall identify any special conditions under which the facility is to be accepted: _____

9. *Forward completed and signed application along with fees and certificate of insurance to Randolph County Schools, 2234-B Enterprise Street, Asheboro, NC 27205 or Fax (336) 318-6079, for final approval. (* Areas to be completed by Principal)

NOTICE: Effective August 1, 2008, all Randolph County Schools campuses are tobacco free.

I have received a copy of the Randolph County Board of Education's rules governing the use of school facilities. I understand these rules and agree to abide by them. (Applicant must read before signing)

Applicant/Activity Supervisor _____ Date _____

Principal/Designee _____ Date _____

Central Office Official _____ Date _____

Revised: June 2008