Pendleton County Schools Facility Use Application

Request for use of building at _____
Name of Organization_____
Address_____Phone_____
Nature of Activity_____
Date Requested_____
Hours Requested_____
Facility/Room Required_____
Non-Profit Status (documentation will be req. see below) ☐ yes ☐ no

_____ _____
Date Name

_____ _____
Date Name and Title of Responsible Officer
_____
Address

_____ _____
Date Approval of Principal of School
_____
School Employee *present* during activity

_____ _____
Date Approval of Superintendent

_____ _____ _____
Date Activity Director Secretary

Usage Fees

Deposit	$ 75.00
Up to 2 Hours	$ 30.00
Half Day (Up to 4 Hours)	$ 50.00
Full Day	$100.00
Week-end – 2 days	$150.00
Week-end – 3 days	$200.00
More than 3 days	$ 75.00 per day
Ball fields	Additional $50 night for lights - per calendar day

All fees may be made payable to the Pendleton County Board of Education
Full payment (deposit & fee) must accompany the application before reservations will be made.

- A school board employed cook must be present during any activity that uses the kitchen facilities. Organizations will be responsible for reimbursing the Board of Education for those services.
- Note: Per (P) R.4.6. Any salary/overtime cost incurred by the Board to pay for personnel to perform additional duties related to the renting of the facility will be charged to the organization in addition to the usage fees listed above.
- All community groups using Pendleton County School facilities acknowledge that the Board is not legally responsible for the wellbeing of the participants in the activities for which the facility is scheduled. The groups and their leaders accept full responsibility and release the Board.
- Non-profit groups may be exempt from usage fees (deposit still required). Documentation for non-profit status may include official documents from federal, state and local governmental agencies authorized to bestow non-profit status upon a group or organization.