

**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 Desired \_\_\_\_\_

**I have read Pendleton County Schools - Policy R.4 Community Use of School Facilities and by my signature below, understand and accept the conditions set forth:**

\_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Name and Title of Responsible Officer \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Approval of Principal of School \_\_\_\_\_

\_\_\_\_\_ School Employee *present* during activity \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Approval of Pendleton County Board of Education Superintendent \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Activity Director \_\_\_\_\_ Secretary \_\_\_\_\_

**USAGE FEES**

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 per day
Deposit	\$75.00
Ball fields	Additional \$50.00 night for lights - per calendar day

All fees may be made payable to the Pendleton County Board of Education.

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.