

**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.