



APPLICATION FOR LEASE OR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

APPLICATION MUST BE FILED WITH THE SCHOOL PRINCIPAL (FOR SCHOOL FACILITIES) OR ATHLETIC DIRECTOR (FOR SPORTS FACILITIES) NOT LESS THAN THIRTY (30) DAYS BEFORE THE DATED OF INTENDED USE. ALL INFORMATION MUST BE FURNISHED BEFORE APPLICATION CAN BE PROCESSED. APPLICATION MUST BE SUBMITTED TO THE LEASE COORDINATOR THIRTY (30) DAYS PRIOR TO THE SCHEDULED EVENT. FEES WILL BE COMPUTED AND LESSEE NOTIFIED. FEES MUST BE PAID TEN (10) WORKING DAYS PRIOR TO SCHEDULED EVENT. MAKE CHECK PAYABLE TO RICHMOND COUNTY SCHOOL SYSTEM. NO LEASE IS FINAL UNTIL FEES HAVE BEEN PAID, THE LEASE FORMALIZED IN WRITING AND SIGNED BY THE SUPERINTENDENT OF SCHOOLS. LEASE APPLICATIONS WHICH ARE NOT RECEIVED BY THE ABOVE SUSPENSE DATES WILL BE DISAPPROVED. LEASE COORDINATOR IS LOCATED AT THE MAINTENANCE AND FACILITIES DEPARTMENT, 2956 MIKE PADGETT HWY, AUGUSTA, GEORGIA 30906 (PHONE 706-737-7197).

1. Facility Requested (identify school and specific facility) _____

2. Activity Date(s)	Building to open	Building to close
From: _____	_____ a.m. _____ p.m.	_____ a.m. _____ p.m.
To: _____	_____ a.m. _____ p.m.	_____ a.m. _____ p.m.

NOTE: when schools are closed because of inclement weather, all facilities use is canceled. Users are responsible for notifying their memberships.

3. Individual or organization _____

Address _____
 _____ (Street) _____ (County or city) _____ (State) _____ (Zip code)

Phone _____

E-mail address _____

4. Type of activity _____

5. Will you attend? _____ Yes _____ No if not, who will be in charge?

_____ (Name) _____ (Phone)

6. *Is organization a nonprofit? _____ Yes _____ No

7. Is there a third-party contract or arrangement with a profit-making individual or organization? ____ Yes ____ No
 Name of individual or organization: _____

8. Does the user collect fees? _____ Yes _____ No

Admission: Adults \$ _____	Children \$ _____	Couples \$ _____
Dues: Monthly \$ _____	Annual \$ _____	
Donations \$ _____	Advertisement \$ _____	
Others (specify) \$ _____		

9. Number of people projected to attend: _____

10. Requirements (specify): Principals – Please include Number of Requested Personnel (For Ex. 2 Custodians)

<u>RENTAL</u> _____ Auditorium _____ Cafeteria _____ Cafeteria w/kitchen _____ Classroom(s) _____ Gymnasium _____ Other	<u>PERSONNEL</u> _____ Activities Supervisor _____ Athletic event worker _____ Cafeteria staff _____ Custodian _____ Faculty supervisor _____ Maintenance or sound tech. _____ Student technician	<u>SPECIAL EQUIPMENT/SERVICE (specify)</u> _____ _____ _____ _____ _____ _____
---	--	--

11. Addendum attached? [] Yes [] No

12. Proof of Insurance Attached? [] Yes [] No

Printed Name of Requestor: _____

Signature : _____ (Date) _____

ACTION BY SCHOOL PRINCIPAL / THE DEPARTMENT OF FACILITIES AND MAINTENANCE

Date Application Received: _____
Date of the Event: _____
Meets Timeline? ☐ Yes ☐ No (if "no" disapproved the request)

CALCULATION OF ESTIMATED FEES

1. Facility Rental (includes clean up fee: _____)
 2. Custodian Fees: _____
 3. Clean up Fee: _____
 4. Cafeteria Manager when required to be present _____
 5. Equipment Rental: _____
- Cost of School/Sports fees _____

Police, Fire, or EMT support is ☐ is not ☐ required.

Recommend: ☐ Approval ☐ Disapproval

School: _____

Printed Name of **SCHOOL PRINCIPAL APPROVAL**: _____

Signature: _____ Date: _____

***PRINCIPALS – PLEASE ENSURE YOU HAVE CHECKED BOTH BOXES TO THE QUESTIONS ABOVE REGARDING PLICE REQUIRED AND IF YOU ARE APPROVING OR DISAPPROVING THE REQUEST**

ACTION BY THE DEPARTMENT OF SCHOOL SAFETY

Public Safety Support ☐ is ☐ is not required for this function. The cost of this support is estimated to be: _____

Support from the Richmond County School System Public Safety is required for this function. Applicant is required to coordinate directly with the Public Safety Office for this service:

Signed: _____ Date: _____

Lease Completed on: _____

Lease Signed on: _____