

Coffee County Schools District Form
For Use of Facilities By Non-School Groups

MYFL

The _____ group would like to use the cafeteria
at CCMS School on Dec 1
from 5:00 pm to 7:00 pm
(name of group) (facility) (name of school) (date/s) (start time) (ending time)

What will you be using the facility for? Awards banquet

- A. For custodial care of buildings while in use: \$46.50 (minimum two hours).
- B. Utility charge for use of facilities:
 - 1. Elementary Schools \$15.00
 - 2. CCCHS and CCMS \$25.00
 - 3. CCRA \$25.00
- C. If cafeterias are to be used for food preparation, regular food service personnel must be used and each person must be paid as follows:
 - 1. Manager \$69.50 (minimum two hours)
 - 2. Others \$43.50 (minimum two hours)
- D. For local groups, which are using school facilities for profit making purposes, the following rates for utilities shall be as follows:
 - 1. Elementary Schools \$25.00
 - 2. CCCHS, CCRA and CCMS \$60.00
- E. The above rates are for two (2) hours minimum work for personnel. More than two (2) hours shall be at the same hourly rate.
- F. Outside clean-up fee for use of CCCHS Facilities: \$10.00 maximum

A deposit for the minimum two-hour custodial fee (\$46.50) plus utility charge is required when approval for use is made. The balance is due immediately after use.

*Groups not already covered by the Board of Education's liability policy must file a certificate of liability insurance copy in the amount of \$1,000,000 with the Coffee County Board of Education. *CCSS Policy 3.208

I agree to abide by the above rates for the use of school facilities. I understand that an employee of the Board of Education must be present while facilities are being used and that use of facilities above normal wear and tear, will require additional charges. The principal of the school, the Board of Education, and the Director of Schools will determine any abuse of facilities.

Sign & Print Name Lawrence Phillips Date 11/5/2018
(Group Leader)

Sign & Print Name _____ Date _____
(Principal of School)