

Facility to be Rented _____ Date of Rental _____.

THOMAS COUNTY SCHOOLS FACILITIES RENTAL CONTRACT

Name of Renting Organization _____.

Address _____ City _____ State _____ Zip Code _____

Person responsible for rental _____ Contact number _____

Nature of event _____ Estimated number of attendees _____

Event start time _____ Estimated completion time _____ Set up date/time _____

Fees (check the one that applies)

_____ **Non-profit organization - Cafeteria or Auditorium-\$800 - Gymnasium-\$1000**

A fee shall be charged for each performance for an event sponsored by a non-profit organization. A federal tax-exempt number must be furnished in writing. A daily fee of \$800 (Cafeteria or Auditorium) or \$1000 (Gymnasium) shall be charged for rehearsal. Tax exempt number _____

_____ **Profit-making organization - Cafeteria or Auditorium- \$800 plus 7% of revenue
- Gymnasium- \$1000 plus 7% of revenue**

A fee of \$800 (Cafeteria or Auditorium) or \$1000 (Gymnasium) plus 7% of total seat revenues shall be charged for each event sponsored by a profit-making organization and a professional promoter. A daily fee of \$800 (Cafeteria or Auditorium) or \$1000 (Gymnasium) shall be charged for each rehearsal.

Note: Renters must provide their own sound system and other audiovisual equipment. The School System will not provide public address systems, sound equipment, or audiovisual equipment for rental events.

Regulations

1. All rentals of school system facilities shall be for functions which are appropriate to conduct in public school buildings in the state of Georgia. Facilities are rented for civic functions open to the public.
2. All rental events shall be conducted after school hours, with a Thomas County Schools designee present. The responsibilities of this designee would be to open and close the facility and to provide minimal service relating to lighting and sound. Service for other than minimal lighting and sound are to be provided by the sponsoring organization ("user"). The user should arrange the designee through Thomas County Schools' Department of Operations (229-225-4380), said designee to be paid directly by user and at a minimum of \$100.
3. If Cafeteria is rented and kitchen is to be used, it is required that the user secure nutrition staff through the School Nutrition Department (229-225-4380). A fee of \$350 will be assessed for use of the kitchen. The nutrition staff is to be paid directly by user at a rate determined by School Nutrition Department and at a minimum of \$100.
4. The user must provide one security officer for each 500 persons in attendance. The user should secure off-duty sheriff's deputies or police officers as security personnel. Arrangements should be made to pay for these services through the sheriff's or police department.
5. Custodial services will be scheduled by Thomas County Schools. User is required to pay a fee of \$75 for custodial set up and standard cleanup, said fee to be paid directly by user to custodian.
6. User must provide insurance coverage in the amount of one million dollars (\$1,000,000) and shall provide a certificate of insurance to Thomas County Schools listing them as an additional insured.
7. No alcoholic beverages may be sold or consumed on school property.
8. No smoking is allowed on school property (inside or outside the building).
9. No food or drink is allowed except in the Cafeteria, kitchen or lobby.
10. No moving of furniture or items on walls is permitted.
11. No flammables are allowed on school property.

12. All attendees are limited indoor access only to the specific rented facility, nearest restrooms, and doors or hallways required for entering and leaving the specified facility. Attendees (including children) are strictly forbidden access to any other parts of the facility.
13. The user must leave the facility in a condition acceptable to the Director of Facilities. An additional fee may be charged if the facility is left in an unacceptable condition.
14. The user is responsible for any damage to school equipment or facilities during the rented period.
15. Facilities and school property are to be vacated and all attendees off site by 11:00 p.m.
16. Rental of facilities located at a school must be approved by the principal.
17. User must provide a hold harmless and indemnity agreement to Thomas County Schools.
18. Thomas County Schools reserves the right to deny rental or use of its facilities as is deemed in its best interest.

Agreement

The undersigned individual agrees to abide by the above regulations and assumes responsibility for providing security and staff as required in #2, #3, #4 and #5 above. Fees will be paid as outlined below

A non-refundable deposit of 50% of rental fees is required to reserve the date and location of rental. Full known rental payment is due at least 10 days before the date of rental and any remaining amounts due (i.e. percentage of revenue) is due within 3 days from the date of rental.

_____ Rental Fee (for day(s) of event)

_____ Additional Rental Fee (for rehearsals, etc.)

_____ Additional rooms used (classrooms-\$25)

_____ 7% of revenue (if applicable)

_____ Additional fee for extra time (negotiable)

_____ Total

Approval (if applicable) by:

Signature of person renting facility

Signature of principal

Dated: _____

Dated: _____

Director of Facilities

This section to be completed by Thomas County Schools' Department of Operations

The following were provided or arranged:

- _____ Signed Completed Rental Contract
- _____ Certificate of Insurance (Attach)
- _____ Signed Hold Harmless and Indemnity Agreement (Attach)
- _____ Thomas County Schools Designee - Assigned _____
- _____ Nutrition Staff - Notified SFS _____ (date)
- _____ Security Officer(s) - Verified by Renter _____ (date)
- _____ Custodial Staff - Notified Custodian _____ (date)