

BRUNSWICK COUNTY SCHOOLS FACILITY USE APPLICATION

SCHOOL _____

FACILITY (AREA(S) NEEDED) _____

DATE OF REQUEST _____

EVENT DATE(S) _____

Attach schedule or calendar for recurring dates

APPLICANT ORGANIZATION _____

PROFIT/PRIVATE or NON-PROFIT _____

CONTACT NAME _____

E-MAIL ADDRESS _____

CONTACT ADDRESS _____

CONTACT PHONE _____

Briefly describe the event: _____

Time of Entry _____ Time of Exit _____

PROOF OF INSURANCE ATTACHED ☐ YES ☐ NO

WILL TECHNICAL SUPPORT BE REQUIRED? ☐ YES ☐ NO

IS THIS A STANDING USE REQUEST? ☐ YES ☐ NO

(Must attach a CERTIFICATE OF LIABILITY INSURANCE, Showing Brunswick County Board of Education as a Certificate Holder.)

Additional Authorization by Superintendent _____

VERIFIED: PRIVATE/ PROFIT NON PROFIT	Cost/Hour	# of Hours	# of Days	Total
Usage Rate (see current fee schedule)				
Custodial/Additional Personnel at \$25.00 per hour	30.00			
Cafeteria personnel @ \$25.00 per hour (for kitchen use)				
Other: Additional Disinfectant Protocol (Includes Labor & Materials)				
STANDARD FEE PER EVENT (Pre-entry and Post-entry Services)	30.00	N/A		

TOTAL FEES, based upon current Fee Schedule, paid to Brunswick County Schools at time of application:

Total represents (circle one): Daily Weekly Monthly Duration of Contract

Check Attached \$ _____

I, the undersigned, hereby attest that I am duly authorized signatory for organization indicated above; I have received a copy of Board Policy 5030 regulations and have read and understand them; I agree to abide by their stipulations. I agree to abide by all rules, regulations, and procedures stipulated by the building principal concerning use of these facilities and to assume full responsibility for any and all property damage or bodily injury sustained while the facility is under my authority.

I AGREE TO NOTIFY THE SCHOOL PRINCIPAL PRIOR TO THE EVENT IN CASE OF CANCELLATION.

Signature of Organization Official

Date

For Brunswick County Schools Use

Endorsement of Building Principal	Date
Approved by Chief Operations Officer	Date