



Community Use of School Facilities

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Superintendent of Schools

Brenda Watford

Director of School Nutrition

Steve Bare

THS Athletic Director

Clifton Blue

TMS Athletic Director

*It is our mission in **Thomasville City Schools** to partner with parents, community and staff members to nurture and prepare students for success in the 21st Century. Educating the whole child and providing them with the tools needed for success in life is paramount. Expectations for a positive learning environment along with rigor, relevance, and relationship building will ensure success for all students.*

***We believe** in and nurture the whole child through academic, social, emotional, nutritional, and physical development which honors diversity, promotes high expectations, and celebrates individual and collaborative achievement and growth.*

***We believe** parents and community are critical components to the success of our students, staff and schools; forming partnerships and fostering understanding and engagement with these stakeholders is a priority.*

***We believe** in the essential role faculty and staff play in achieving our mission and respect their diversity while working to support and develop the adult capacity necessary to impact our students' success.*

***We believe** that all students and staff will incorporate innovative 21st Century technology in the learning process.*



The Thomasville Board of Education believes school facilities are owned and operated by and for its citizens.

Even though the Board encourages the use of the facilities by local citizens, a fee schedule has been adopted to offset incurred expenses.

Smoking, gambling, alcoholic beverages, drugs, and candles/flames, weapons (except for police), and offensive language are prohibited on all school properties. Any type behavior that is detrimental to the operation of the facility or public safety is prohibited.

The following guidelines apply to the use of approved Thomasville City Schools' facilities:

- 1. School events have priority over all rentals. Example: if there is bad weather and a sports event is rescheduled, the school has first rights to the gym.*
- 2. All groups using the facilities for non-school related functions will be charged a rental fee. School administrators have the authority to refuse any rental. A contract will be issued to the person renting the facility. One copy will be given to the individual or group and one copy will be kept by the School Nutrition Director, THS Athletic Director, or TMS Athletic Director.*
- 3. For dining rentals and any events involving food, the School Nutrition director must be contacted to arrange for a School Nutrition employee to be in attendance during the event.*
- 4. The use of all facilities will be under the supervision of an assigned TCS employee at a rate of \$25 per hour. Even is using dining room only, the fee for an employee must be paid.*
- 5. Only facilities designated on the application and approved are to be used. The renter will be responsible for all damages occurring during the rental period.*
- 6. The renter will reimburse for any loss sustained by the school and must replace or repair damaged items at no cost to the school.*
- 7. The facility must be returned to its original condition. The deposit fee will be used to pay for expenses associated with damage, if such occurs.*
- 8. The renter shall be liable for any claim or injury to persons arising out of the use of the facility.*
- 9. If no damages/injuries occur the deposit fee will be refunded by mail within 3 weeks. The school system will be held harmless and waives liability for injuries or property damage that may occur.*
- 10. Furniture must be rearranged by the renter to its original position at the conclusion of the activity.*

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11. *You must have a certificate of Liability Insurance in order to rent a facility.*
12. *Contracts may not be transferred from one renter to another. The sponsoring organization shall not sublet school facilities. Facilities cannot be used in competition with local businesses.*
13. *Gym rentals must conclude at 8 p.m. Cafeteria rentals must conclude and premises vacant before 11:30 p.m. For every 15 minutes over the contracted end time, an additional \$20 will be assessed and deducted from the deposit.*
14. *Anything brought to facilities must be removed by the group upon termination of the rental period.*
15. *If a rental request is denied for any reason, an appeal may be made to the superintendent. Any application requiring action of the superintendent must be made at least five days prior to the date of the requested rental.*
16. *A fire/inspection permit must be purchased from the Thomasville Fire Department, at 712 East Main Street. This permit must be posted/available during the event.*
17. *Concessions rights shall be approved by the Student Nutrition Director ONLY. FOOD IS NOT ALLOWED in the Thomasville City Schools' gyms.*
18. *The School Board does not permit long-term leases.*
19. *The user group agrees that the school system is to be held harmless and no liability shall attach to the Board of Education, individually or collectively, for personal injury or personal property damage by reason of use of the school property. User group further agrees to indemnify the Board of Education for any and all such claims.*

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Rental Fee Schedule:

	School Affiliated Organizations	Tier I Rental Fee	Tier I Deposit	Tier II Rental Fee	Tier II Deposit*
TMS/THS School Gym	Cover Cost	\$150	\$100	\$500	\$250
High School Cafeteria	Cover Cost	\$350	\$100	\$500	\$250

For information regarding the use of cafeteria space, contact Brenda Watford at 336-474-4219

For information regarding the use of athletic space at THS, contact Steve Bare at 336-474-4266

For information regarding the use of athletic space at TMS, contact Clifton Blue at 336-474-4120

Requesting to Rent:

_____ *Middle School Gym (Clifton Blue)*

_____ *High School Gym (Steve Bare)*

_____ *High School Cafeteria (Brenda Watford)*

Requesting Date & Time:

Requested Date: _____/_____/_____

Arrival Time: _____

Departure Time: _____

The facility will be opened and closed by a school employee assigned to work during this event according to the stated time schedule.



Nature of Activity for which the facility is to be used:

Additional Requirements:

_____ Insurance certificate is required and must be submitted with this completed application.

_____ Fire/Inspection permit is required and must be submitted with this completed application.

Contractor/Renter Information (Make Check payable to Thomasville City Schools.)

Name: _____

Phone: _____

Address: _____

(Deposit will be refunded to this address)

Approximate number of people expected to attend event: _____

I have read and understand School Board Policy 5030 and the guidelines for use of school facilities in the "Community Use of Thomasville City School Facilities" brochure and agree to comply with all provisions as written.

Signature: _____

Date: _____



Fee Determination:

Rental Fee: \$ _____

Deposit Fee: \$ _____

School Employee Fee: \$ _____
(Hours of use x\$25)

School Nutrition Employee Fee: \$ _____
(Hours of use x\$25)

Police Fee:..... \$ _____
(Hours of use x\$25)

Total Payment Due: \$ _____

Renter's Checklist for School Facility Use:

_____ Seek permission for use from Brenda Watford, Steve Bare, or Clifton Blue

_____ Review Board Policy and Guidelines

_____ Obtain Insurance and/or Fire Permit(s) as required

_____ Pay Total Amount

_____ Retain Payment Receipt and Copy of Rental Contract

_____ Acquire Police/Security if Needed for Activity



TCS's Checklist for School Facility Use:

- _____ Brenda Watford, Steve Bare, or Clifton Blue Will Verify Facility Availability
- _____ Review all Forms/Information Related to Rental Including Board Policy
- _____ Deposit Rental Payment, Give Receipt and Confirmed Contract to Renter.
- _____ Send Copy to Principal, Maintenance, Brenda Watford, Steve Bare, or Clifton Blue
- _____ Maintain Copy of Confirmed Contract and Receipt
- _____ Acquire Employee to Work During Rented Times

FOR OFFICE USE ONLY:

- _____ School Nutrition Director Signature
- _____ Maintenance Director Signature
- _____ Athletic Director Signature
- _____ School Principal Signature

Date: _____/_____/_____