

City Schools of Decatur - Facility Rental Guide

758 Scott Boulevard, Decatur, Georgia 30030

Contact the Maintenance Department Office at (404) 370-4408 to request facility use.

Application and Fee Requirements

All requests for use of facilities must be submitted in writing to the school Maintenance Department at least two weeks prior to the requested date of use. A deposit of 50% of the anticipated cost is required to ensure that the facility will be reserved. The deposit will be forfeited if the rental is cancelled within 48 hours of anticipated use or if the facility is not left in a clean and orderly condition following its use. Deposits must be made no later than 10 days prior to anticipated date of use.

Applicant is responsible for repair or replacement of any equipment or facility which becomes damaged beyond normal use. Such determination will be made by City Schools of Decatur.

School related events, including but not limited to PTA meetings, and neighborhood association meetings will have building space available at no cost provided the use is completed prior to 8:30 p.m. during the week. Priority for use will be given to collaboration with the City of Decatur.

Any addenda to this Agreement that the applicant wishes the City Schools of Decatur to consider must be submitted in writing with the original request for facility usage.

Fee Schedule for Use of Facilities and Grounds

Classrooms, Fields excluding High School

\$40 per hour

Minimum rental fee: \$75

Maximum fee for one day for building:

Elementary: \$750

Middle and high school: \$1,500

Auditoriums excluding High School, Gymnasiums excluding High School, Media Centers, Lunchrooms

\$75 for first hour; \$40 for each additional hour

Minimum: \$75

Maximum: \$500 per room, per day

High School Auditorium

\$150 per hour includes one required technician; plus \$80 fee for technician set up and breakdown; \$50 per hour for each additional technician

Minimum: \$230

Maximum: \$2,000 per day (12 hours per day, 2 technicians)

High School Gymnasium

\$150 per hour without scoreboard use

\$200 per hour with scoreboard use

Minimum: \$150

Maximum: \$2,000 per day (12 hours per day)

Kitchen Supervision

All use of lunchroom and/or kitchen facilities must be supervised by a school nutrition employee.

Costs are the following:

Weekdays: \$30 per hour per school nutrition worker

Weekends/Holidays: \$40 per hour per school nutrition worker

Additional fees will be charged for use of equipment such as a cash register, oven, range, dishwasher and sound system.

Fee Schedule for Decatur High School Stadium and Football Field

Field rental approvals will be limited due to intense field usage by regular school and athletic functions. In addition to regular facility usage fees, a refundable deposit of \$500 will be required to ensure that the field/stadium is left in a clean and orderly condition upon completion of use.

Field/Stadium Usage Fees

\$200 per hour without scoreboard use

\$250 per hour with scoreboard use

Minimum: \$200

Maximum: \$2,500 per day (12 hours per day)

Maximum: \$15,000 per week (12 hours per day, seven days)

\$75 per hour for field lights in addition to field use fee

\$225 for each lining of the field in addition to field use fee

Supervision

All indoor uses require supervision by a City Schools of Decatur employee. City Schools of Decatur may require supervision for other uses. Supervision fees are the following:

Additional fees may be required for any necessary cleanup determined by City Schools of Decatur.

Rules for Use of Facilities

1. No use of facilities may interfere with programs of City Schools of Decatur.
2. Fee changes or waivers require approval by the Superintendent.
3. City Schools of Decatur is not responsible for any damage, personal or private, to any applicant or employee, agent, invitee, or licensee of applicant.
4. Except as otherwise provided herein, for events for which there is an admission charge or other charge, or for an event which is held for profit, in addition to the usage fees provided for herein, there shall be an additional fee of \$2,200.00 or 15% of the gross receipts of the event, whichever is greater.
5. No alcoholic beverages are permitted on any school grounds or in any building.
6. No vehicles are allowed on the football field, sidewalks or any unpaved areas.
7. A maximum of two events (games) may be played on the football field during a four hour rental.
8. Certificate of liability insurance must be provided to the school Maintenance Department office.
9. Based on the event, City Schools of Decatur will determine the number of workers needed for supervision.
10. Security (police) must be provided at the expense of applicant. Security is to be arranged through the Police Department, City of Decatur. A copy of the security agreement is to be submitted to the school Maintenance Department office.
11. Permission for all advertising material, pamphlets, bulletins or circulars of any such nature on school property of the City Schools of Decatur shall be cleared in writing by the Superintendent. A copy of said material shall be sent to the Superintendent for study before approval is given.
12. Applicant shall not make any alterations to the premises nor affix any fixtures to the premises nor erect any signage of a permanent nature to the premises.
13. No sound amplification equipment or speakers are permitted unless permission is granted by City Schools of Decatur.
14. All outdoor events on school grounds must end at sunset, unless permission for a later ending time is granted by City Schools of Decatur.
15. City of Decatur Police will be notified of outdoor events and will enforce all applicable ordinances.
16. City Schools of Decatur may reject a request based on the potential or actual number of participants and facility capacity.

City Schools of Decatur
Application/Agreement for Facility Use

Please complete and return to Cynthia Andrews at candrews@csdecatur.net or fax to (404) 378-9375.

Organization Requesting Facility _____

Contact Person _____

Address _____

Phone (Business) _____ Home _____

Date of Application _____

Facility Requested _____

Equipment Requested _____

Date & Time Requested (Please include start and end times.) _____

Purpose of Facility Use

- Please give full details of event.
- Please attach a program or agenda if available. If not available now, please send as available to Cynthia Andrews.
- Please include if food will be served at this event. **Food is allowed in the lobby area and the gym mezzanine only. Food is strictly prohibited in the theater facilities and gym. Kitchen facilities are not available. Access to a small sink and microwave are available upon request.**

Estimated Attendance * _____ Admission Charge _____

* City Schools of Decatur may reject a request based on the potential or actual number of participants and facility capacity.

The City Schools of Decatur Facility Rental Guide and the Rules for Use of Facilities are incorporated herein by reference and form part of this Agreement. As part of consideration for this agreement, the undersigned applicant assumes any and all responsibility relative to the use of the facilities and does hereby indemnify and will hold harmless the City Schools of Decatur and City of Decatur for any and all claims arising out of this agreement or arising out of applicant's use of the premises. If a suit is filed due to the use of said premises by the undersigned, the undersigned will reimburse the school system for the attorney's fees required to defend said action.

I further certify that I am authorized to execute this agreement in the name of the organization listed above.

Signed and sealed, the _____ day of _____

Name Signature _____

Final Approval shall not be given until appropriate deposit is received.