

2018-2019 City Schools of Decatur – Facility Rental Guide

125 Electric Avenue, Decatur, Georgia 30030

Contact Debra Kahn, Cultural Arts & Special Events Coordinator at 404-370-4178 or dkahn@csdecatur.net for use of any City Schools of Decatur facility use requests.

Application and Fee Requirements

All requests for use of facilities must be submitted using the attached form at least four weeks prior to the requested date of use. Once approval is given a non-refundable deposit (25% of rental fee) is required to confirm the reservation. Rental fees are due in full no later than two weeks prior to the rental date. All payments will be forfeited if the rental is cancelled within ten days of scheduled event. Except as otherwise provided herein, for events for which there is an admission charge there shall be an additional \$500.00 fee. Please see attached information sheet for rates.

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.

Supervision

All events require supervision by a City Schools of Decatur employee. A facility manager fee of \$100 will be added to events scheduled in the Performing Arts

Fee Schedule for Use of Facilities and Grounds

Only areas listed below may be rented and are dependent on availability

Classrooms, Media Centers, High School Rehearsal Room & Wrestling Room

\$50 per hour for Classrooms (two-hour minimum rental required)

\$75 per hour Media Centers High School Rehearsal Room and Wrestling Room (two-hour minimum rental required)

Elementary School Fields and Auditoriums

\$75 per hour (two-hour minimum rental required)

5th Avenue School Multi-Purpose Room
\$100 per hour (two-hour minimum rental required)

Decatur High School Theater, Auditorium, Gymnasium, Stadium, Athletic Fields, Cafeteria, Renfroe Middle School Cafeteria and Auditorium, Fifth Avenue School Multi-purpose Room

Renfroe Middle School Cafeteria and Auditorium
\$125 per hour (two-hour minimum rental required)

High School Auditorium/Theatre
\$150 per hour (Monday thru Saturday) \$175 per hour (Sunday & Holidays) includes one required technician; plus \$80 fee for technician set up and breakdown; \$50 per hour for each additional technician as deemed necessary by production needs. Each billed event requires a half hour added on for maintenance clean up and lock down. \$100 will be added to the fee when food or drink is served (two-hour minimum rental required)

Middle and High School Gymnasium
\$150 per hour without scoreboard use
\$200 per hour with scoreboard use (two-hour minimum rental required)

Decatur High School Stadium and Athletic Field

High School Stadium and Athletic Field

Field rental approvals will be limited due to regular field usage by regular school and athletic functions. In addition to regular facility usage fees, a refundable deposit of \$600 will be required to ensure that the field/stadium is left in a clean and orderly condition upon completion of use.

\$275 per hour without scoreboard (includes lights if needed)

\$325 per hour with scoreboard (includes lights if needed)

\$500 for use of Locker rooms (two-hour minimum rental required)

School Kitchens and Cafeterias

Use of Cafeterias and/or kitchen facilities must be supervised by a school nutrition employee. In addition to regular facility usage fees, a refundable deposit of \$600 will be required for Kitchen rentals to ensure that Kitchen is left in a clean and orderly condition upon completion of use. Deposits must be made as a separate check.

Weekdays: \$30 per hour per school nutrition worker

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

\$50 per hour for rental of Cafeteria or Kitchen (Two-hour minimum rental required)

Rules and Requirements for Use of Facilities

- No use of facilities may interfere with programs of City Schools of Decatur.
- Fee changes or waivers require approval by the Superintendent.
- City Schools of Decatur is not responsible for any damage, personal or private, to any applicant or employee, agent, invitee, or licensee of applicant.
- Applicant is responsible for repair and/or replacement of anything damaged. *This determination will be made by a representative of the City Schools of Decatur.*
- No alcoholic beverages are permitted on any school system grounds or in any building.
- No vehicles are allowed on the athletic field, sidewalks or any unpaved areas.
- A maximum of two events (games) may be played on the athletic field during a four-hour rental.
- Based on the event, City Schools of Decatur will determine the number of workers needed for supervision.
- 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.
- 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.

- 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.
- No sound amplification equipment or speakers are permitted unless permission is granted by City Schools of Decatur.
- All outdoor events on school grounds must end at sunset, unless permission for a later ending time is granted by City Schools of Decatur.
- City of Decatur Police will be notified of outdoor events and will enforce all applicable ordinances.
- City Schools of Decatur may reject a request based on the potential or actual number of participants and facility capacity.
- A current and valid Certificate of Liability Insurance must be turned in with the facility us application to Debra Kahn for every scheduled event.



City Schools of Decatur Application/Agreement for Facility Use

Please complete and return as follows:

Email to Debra Kahn, dkahn@csdecatur.net for use of any City Schools of Decatur space.

Organization Requesting Facility _____

Contact Person _____

Address _____

Phone (Business) _____ Home _____

Date of Application _____

Facility Requested _____

Equipment Requested _____

Date & Time Requested: Please include start and end time as well as, setup and breakdown times:

Date Requested:	Setup / Breakdown		Start / End	
	AM	AM	AM	AM
_____	_____ PM/	_____ PM	_____ PM /	_____ PM

Purpose of Facility Use

Please give full details of event.

Is it a ticketed event?

Please attach a program or agenda if available. If not available now, please send as available to Debra Kahn if requesting use for any entity within the high school.

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 _____

PLEASE NOTE: FINAL approval shall not be given until appropriate deposit is received.

For Application Reviewer Use Only:

Request Approved: _____ Request Denied: _____

\$ Fee Assessed: _____ Make Check, Money Order, or Cashiers Check Payable to City Schools of Decatur