



RISK MANAGEMENT

Send To: risk_management@hcde.org

AGREEMENT FOR HCDE USE OF FACILITIES

HAMILTON COUNTY DEPARTMENT OF EDUCATION

AGREEMENT IS MADE by and between Hamilton County Department of Education and Lessee to lease the facility listed below.

Lessee Name:						Phone Number:							
Billing Address:						City:		State:		Zip:			
Lessee non-profit:		YES:		NO:		Tax-exempt Number:							
Name of Facility:													
Gym	Aux Gym		Football Field		Ball Fiel		Track		Café		Elementary Fields		
Turf		Auditorium		Classroom		Library		Employee		Nutrition Employee			
Type of Event and Purpose:													
Indicate specifically whether you will generate any revenue from this event.								YES:			NO:		
Will you need to use the Kitchen?			YES:		NO:		If yes, did you do the paperwork with Nutrition?						
Do you intend to use any HCDE equipment as part of the lease?							YES:			NO:			
Date and Time of the event? <i>(Must have a beginning and ending date and time.)</i>													
Start Date:				Time:				End Date:				Time:	
HCDE employees must be present while using the Facility. Name of employee?													
The number of people expected to attend the event.													
Lessee must have general liability insurance of at least \$1,000,000 and \$50,000 in coverage for property damage. Insurance shall be maintained during the entire lease.													
Does Lessee agree to these terms?			YES:		NO:		Rental Fee:						
<i>Please provide a Certificate of Insurance naming Hamilton County Department of Education 3074 Hickory Valley Road Chattanooga, Tn. 37421 as additional insured and/or certificate holder.</i>													
There will be a rental fee and utilities charge all of which is due and payable at least ten days before scheduled use.													
I have read and understand the Hamilton County Board of Education fees and facilities use policy.													
Lessee Signature:								Date:					
CENTRAL OFFICE USE ONLY:		Application Approved:		YES:			NO:						
Principal / Designee Name:						Signature:				Date:			
Risk Management Name:						Signature:				Date:			
Community Superintendent:						Signature:				Date:			



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Policy Statement

The use of school facilities outside regular school hours is encouraged by the Hamilton County Board of Education, the Superintendent, and the school principals for activities related to the school and community in which the school is located. All commercial ventures by outside groups that are not profitable for school or Hamilton County students are excluded.

I. Rules and Regulations

1. All requests for the use of school facilities outside regular school hours shall be addressed by the building principal.
2. Smoking and the use of alcoholic beverages are prohibited in public school buildings. Organizations renting school facilities shall be responsible for enforcing this regulation.
3. Special permission is required from the building principal (to be noted in the contract) for the sale of any concession items, i.e., candy, potato chips, sodas, etc.
4. A designated representative of the organization (principal-approved) shall be on duty for supervision.
5. A contract for the use of school facilities is not transferable from one group to another.
6. Special permission is needed from the building principal before moving any equipment.
7. The principal reserves the right to cancel a contract for use of facilities when such an action is deemed necessary for the best interest of the school.
8. Dances sponsored by outside groups are not permitted in school buildings.
9. The use of gymnasiums shall be restricted to those activities that will not damage the floor.
10. The rental of a gymnasium does not include the use of school-owned athletic equipment or locker, shower, or dressing facilities, except as specifically permitted by the building principal.
11. Any long-term use (any number of days within a 30-day period) is subject to thirty day cancellation by the school without consideration or explanation.
12. The building principal shall require a certificate of insurance for verification of the renter's liability coverage.
13. Use of the Kitchen requires an application with Nutrition and an employee on site from Nutrition.
14. Board Policy requires that a HCDE employee must be on site when using facilities.
15. Reserving facility should be done ten days in advance of the event.