

Trussville City Schools Use of Facilities Agreement

Date: _____

The Agreement for Use of Facilities issued this date between Trussville City Schools and _____, **(Person signing the form)** conditional upon acceptance by Trussville City Schools, will confirm the use of facilities as follows:

Event or Program Title	
Organization requesting facilities	
Sponsored by Trussville Parks and Recreation	Yes _____ No _____
Proposed Rental Amount	\$ _____
Age group of students involved	
Is this for Trussville student only	Yes _____ No _____
Is this a Fund Raiser	Yes _____ No _____
Requested Dates	
Start Date and End Date	
Details on days per week and times	
Event start and end times	
Specific facility/room rented – (example: room number B123)	
Verification of Liability Insurance	Please attach a copy of your Verification of Liability Insurance to the Agreement. The Superintendent of Education may at her discretion, waive the requirements of this paragraph.

Acceptance of this offer of Use of Facilities and the provisions of this Agreement should be indicated by signing in the space provided and returning the original copy to Trussville City Schools, Attn: Facilities Director, 113 North Chalkville Road, Trussville, AL 35173.

In exchange for the use of the school facility listed above, applicant expressly agrees:

1. That Trussville City Schools reserves the right to terminate this agreement at any time **(Example of possible termination: loss of utilities (power, water, etc.), impending inclement weather, unexpected need by TCS, etc.)**
This agreement must be turned in at least one board meeting prior to the event.
2. To use the school facilities only for the purpose identified above.
3. To enforce the Board's prohibition against smoking, drugs, alcohol, weapons and other such activities and/or items on school property.
4. To indemnify and hold harmless the Trussville City Board of Education, including all officials, agents and employees, separately and severally, from any and all claims arising from applicant's use of the school facility. This indemnity agreement not only requires applicant to pay any adverse judgment against the School Board arising from applicant's use of the facility, but also requires applicant to provide the Board, its official's, agents and employees, with legal defense at applicant's expense which includes costs, expenses, and attorney fees.
5. To assume full responsibility for any and all damages to the school facility caused, directly or indirectly, by the applicant's use of the facilities.
6. **The applicant also agrees to clean up before they leave that facility. The facility should be returned in the condition it was rented. This involves and is not limited to**
 - **Picking up garbage/emptying garbage cans and putting garbage bags from cans in the dumpsters**
 - **Cleaning, disinfecting and restocking restrooms**
 - **Make sure all lights and power is off**
 - **Alarm is set and doors are locked**

I acknowledge that I have read and understand all provisions listed above and agree to abide by all provisions of the foregoing Agreement. **Sponsor/Coach/Faculty Signature:** _____ **Date:** _____

Please add a check mark beside each facility being requested below. Approval from the school principal(s) is required before this agreement can be initiated. Principal(s) will sign off if approved.		
Paine Campus	Date:	Principal Signature:
Magnolia Elementary	Date:	Principal Signature:
Cahaba Elementary	Date:	Principal Signature:
Hewitt Trussville Middle	Date:	Principal Signature:
Hewitt Trussville Middle	Date:	Asst. Principal Signature:
Hewitt Trussville High	Date:	Principal Signature:
Hewitt Trussville High	Date:	Asst. Principal Signature:
Once the principal and assistant principal sign offs are complete send the form to the appropriate Director below for sign off. That Director will then send the agreement to the Facilities Coordinator for final approval.		
Athletic Director	Date:	Signature:
Assistant AD for Football	Date:	Signature:
Track and Field Coaches	Date:	Signature:
Facilities Coordinator	Date:	Signature:
TCS CFO	Date:	Signature:

I understand any service calls for this facility will result in an individual billing rate of \$75.00 per hour for each technician required. The billing rate starts at the time the technician is called.

Facilities must be supervised at all times by school personnel (Supervision fee based on available staff). Outside groups may be subject to a supervision rate of \$35.00 per hour. This fee may be in addition to any and all other rental fees. Failure to pay the invoice may result in termination of the use of facilities.

I acknowledge that I have read and understand all provisions of the foregoing Agreement, and agree to abide by all provisions of the foregoing Agreement. **Please fill in all the information required below.**

Name (Please Print):
Date:
Signature:
Phone:
Cell Number:
Email:

Rental Fees for Trussville City School Facilities

Space	Fee
Classroom – Regular	\$25.00 per hour \$125.00 per day
Lunchroom – Dining area ONLY	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$200.00 per hour/\$1000.00 per day
Auditorium – Meeting	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$ 200.00 per hour/\$1000.00 per day
Gymnasium	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$200.00 per hour/\$1000.00 per day
Library	\$100.00 per hour/\$500.00 per day
Lecture Room (HTHS)	\$100.00 per hour/\$500.00 per day