

Bremen City Schools

**Hamilton-McPherson Fine Arts Center
Facility Use Contract**

Name of Group/Organization Hosting Event:

Mailing Address:

Telephone Number:

City:

State:

Zip:

Contact Person:

Day Phone:

Email:

Evening Phone:

Event Name:

The heating/cooling system will be set according to the day and times indicated below. Accuracy of day and time is critical to ensure a comfortable setting for the event/activity.

Requested

Date(s): _____

Time: _____ a.m. / p.m. to _____ a.m. / p.m.

Ticket Price (if applicable): _____

Describe Event Or Activity:

Fee Structure Requested: ____ Option One ____ Option Two ____ Option Three

Description of Fee Structure

Item	Cost	Additional Terms
Option One	\$150/Hour	\$300 Minimum
Option Two – Half Day	\$500	Not to Exceed 4 Hours
Option Three – Full Day	\$1000	Not to Exceed 8 Hours
Lobby/Gallery Use Only	\$100/Hour	\$200 Minimum

Custodial Services	\$100	Required
Light Technician	\$25/Hour For Each Person	School System Trained Personnel/Students Only
Sound Technician	\$25/Hour For Each Person	School System Trained Personnel/Students Only
Security Services	\$25/Hour For Each Person	School System Reserves the Right to Require Security Services if Deemed Necessary

If a previously approved event is cancelled, the organizer of the event must notify Brenda Andrews immediately. If the cancellation notification is provided 2 weeks or more before the scheduled event, the deposit is refundable. Otherwise, the deposit is non-refundable.

Payable to: Bremen City Schools Board of Education

- Custodial fees will be a \$100 flat rate.
- Lighting technician and sound technician are charged at the rate of \$25.00 per service hour, per person. A lighting and/or sound plan is to be organized in advance of the event (contact information will be provided). Only school system trained personnel/students are allowed to operate equipment.
- Security personnel can be supplied at the rate of \$25.00 per hour, per person. The school system reserves the right to require security services if it is deemed necessary.
- A deposit of \$150 is expected with the submission of the contract. At the time of reservation, only an estimate of total cost can be determined. All remaining facility usage fees should be remitted to the Bremen City Schools Board of Education no later than a week before the scheduled event.
- If a previously approved event is cancelled, the organizer of the event must notify Brenda Andrews immediately. If the cancellation notification is provided 2 weeks or more before the scheduled event, the deposit is refundable. Otherwise, the deposit is non-refundable.
- All organizations utilizing the facility must submit a ***Facility Use Contract***.

Identify and Describe Services Needed

___ Lighting Technician Services

Description of Need:

___ Sound Technician Services

Description of Need:

___ Custodial Services (Required)

Description of Need:

___ Security Services

Description of Need:

Description of Event Needs (e.g. chairs, tables, piano, microphones, lectern, projector screen, projector, lighting, etc.):

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities or equipment of the Bremen City Schools Board of Education, does hereby agree to indemnify and hold harmless the Bremen City School District, the Bremen City Board of Education, and any of its agents or employees from any and all loss or damage that may arise during or be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the Bremen City School District for any damages done to the building or any claim of damages made by someone else arising out of use of the facility. I understand that both the group/organization requesting use of the facility and I, individually, am responsible for the fees charged and supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Bremen City Schools Board of Education.

Proof of Liability Insurance must be provided and on file at the school before an event takes place. If desired, liability insurance can be purchased through the Georgia School Boards Association. Contact Lori Sours at lsours@gsba.com or by phone at 770-995-4376 for more information.

I Agree To The Responsibilities Stated Above.

Signature:

Date:

For Office Use:

Amount of Deposit Paid: \$

Date Paid:

Total Anticipated Charge: \$

Principal's Signature: _____

Superintendent's Signature: _____

Board Approval/Denial Date: _____