

**Bremen City Schools  
Hamilton-McPherson Fine Arts Center  
Facility Use Request**

**Rules and Regulations**

To reserve specific sections of the facility, **1)** contact Brenda Andrews at 770-537-2592, **2)** select your date(s), **3)** submit a *Facility Use Contract*. Before reserving your event, please review this and all documents regarding the use of the facility.

**PREFACE:**

Bremen City Schools values and enjoys a positive relationship with the community. It is in this spirit that the following procedures are offered. The school system must balance the desire to support worthwhile community activities with its responsibility to supervise and maintain the school system's facilities for its primary purpose, which is to provide for school sponsored activities and events.

**PROCEDURES:**

At all times, the activities of the school and its related organizations shall take priority regarding the use of the facility. The facility may be used by outside groups and organizations in accordance with the following criteria:

1. Bremen City residents, businesses, or non-profit organizations or groups which are composed primarily of Bremen City residents or that benefit Bremen City residents may use the facility in accordance with this policy.
2. A person is identified, in writing, as the responsible party (person in charge) for the supervision of the event and the good condition of the facility upon completion of the event. The organization, business or group using the facility, as well as the person identified as being in charge of the event, will be held responsible for all damages to school property. A representative of the sponsoring organization must be on site at all times.
3. Brenda Andrews and/or Duane McManus will arrange all plans for facility use in such a manner as to allow for only authorized use.
4. The facility and grounds are to be left clean and in good repair. No food, drink, or gum is allowed in any part of the facility unless approved in advance and requested on the facility use request form. Do not tape or glue anything to any part of the facility.
5. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds.
6. The use of the facility for non-school related events during school hours is discouraged. Any exceptions have to be approved by the Bremen City Schools Board of Education.
7. Cost for the use of facilities will be outlined in the signed contract. At the time of reservation, only an estimate of total cost can be determined. Review detailed fee structure in *Description of Fee Structure*.

8. A deposit of \$150 is expected with the submission of the contract. 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. **All facility usage requires a *Facility Use Contract*.**
  
9. ***Cancellation Clause*** – 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.
  
10. ***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](mailto:lsours@gsba.com) or by phone at 770-995-4376 for more information.

### Description of Fee Structure

- All events utilizing the facility must submit a ***Facility Use Contract***.
- Any deviations from this fee structure will require approval from the Bremen City Schools Board of Education. All fees are payable to the Bremen City Schools Board of Education.

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
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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

**NOTE: *Cancellation Clause*** – 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.