

**BREMEN CITY SCHOOLS  
USE OF FACILITIES REQUEST FORM**

DATE FACILITY REQUEST WAS FILED: \_\_\_\_\_

NAME AND ADDRESS OF INDIVIDUAL OR GROUP REQUESTING USE:

\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ WORK: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Requesting Use

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Approved by Board of Education

**FINANCIAL OBLIGATIONS FOR THE USE OF FACILITIES:**

1. Utilization Fee: \_\_\_\_\_ 2. Clean-up Fee: \_\_\_\_\_
2. Security Fee: \_\_\_\_\_ (School will book security officers)
3. Proof of Liability Insurance: **MUST BE ON FILE AT SCHOOL BEFORE EVENT TAKES PLACE** – Please supply copy of coverage.
4. 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](tel:770-995-4376) for more information.
5. **Bremen City Schools / Bremen High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.**