

60 School Board Court
Madison, VA 22727

Madison County Public Schools

540-948-3780
Fax: 540-948-5143

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

Application to use a school facility including proof of insurance, must be completed and submitted to Mr. Earl Keys, Supervisor of Facilities Management, at least 20 business days prior to the requested use of the facility. The applicant must read and abide by all regulations set forth in Board policy KG: Community Use of School Facilities and accompanying regulations. All fees must be submitted when request is granted for facility use. Checks must be made payable to Madison County Public Schools. Parties utilizing all school facilities are responsible for insurance coverage of a minimum of \$1,000,000.

1. Date of submission: _____

2. Full name & address of applicant: _____

3. School facility/area requested: _____

4. Date(s) requested: From: _____ To: _____ Time(s): From: _____ To: _____

5. Detailed description of purpose of program to be conducted: _____

6. Total number of people expected to be in attendance: _____

7. Admission amount charged: _____

8. Profits will accrue to: _____

9. Name, address, and phone number of person responsible for application and event: _____

10. Attach a certificate of liability insurance. (No application will be approved without proof of a minimum coverage of \$1,000,000.)

I understand that if approved, I will be required to read and sign a facility user agreement and pay all fees prior to one week of the scheduled event.

Signature of Authorized Representative with validation to approve insurance and accept all conditions as stated in School Board Policy KG-R: Community Use of School Facilities. Attach a copy of your certificate of insurance.

Submit to Mr. Earl Keys, Supervisor of Facilities Management, Madison County Public Schools, 60 School Board Court, Madison, VA 22727.

Date Received: _____

Name of Applicant: _____

To be completed and returned to applicant

1. The facility requested is available: Yes: _____ No: _____
2. The _____ facility will be reserved for you on _____ (Date)
from _____ - _____.
(Time)
3. All fees indicated below must be paid one week prior to the event:

Auditorium Madison County High School	\$80 per hour x	hours =
Cafeteria – MCHS, WMS, WYES, MPS	\$45 per hour x	hours =
Kitchen – WYES, WMS, MCHS, MPS	\$35 per hour x	hours =
Gymnasium – MCHS, WYES, MPS	\$70 per hour x	hours =
Gymnasium – WMS	\$80 per hour x	hours =
Media Centers/Libraries	\$35 per hour x	hours =

Rate schedule applies to all approved groups who are residents of Madison County. An additional fee of \$30 per hour will be charged for all non-resident groups who are approved. Non-resident groups must be sponsored by a Madison County resident. A minimum deposit of one-hour rental will be required for each event.

The following rates will be applied for outside groups using school facilities:

- Minimum use – 3 hours including opening, cleaning, and closing. Minimum payment for all employees three hours outside of normal school operating hours at rates indicated below.
- Custodial rates -- \$25 per hour – Minimum charge 3 hours
- Building Technician/Maintenance -- \$35 per hour – Minimum charge 3 hours
- Stage, Sound, Lighting, or Computer Technician -- \$35 per hour – Minimum charge 3 hours (after normal operating hours)
- Use of kitchen requires a minimum of one food service employee paid at the rate of \$25 per hour – Minimum charge 3 hours

4. The custodian assigned to the event is: _____
5. The food services worker assigned: _____

Comments: _____

There will be no facility charge for the following:

- School and School Division sponsored organizations for activities related to School Division programs and/or business.
- PTOs/PTAs and Booster Clubs for activities supporting School Division programs.
- Youth organizations, such as Boy Scouts, Girl Scouts, Boys and Girls Club, 4-H Clubs, and Youth Sports for programs, meetings, and activities that do not require a direct entrance fee for participation in such activities.
- Local Government agencies and departments for programs and activities serving Madison County citizens, including Parks & Recreation, as well as local rescue and fire departments.
- Virginia High School League for district and regional athletic events.

All groups are required to clean up facility area, restrooms, and remove all trash. A custodian charge may be required for large groups and charges may be applied if the organization fails to thoroughly clean the facilities.

Total Fees: _____

Signature/Date