

Person County Schools
Rental Agreement for Use of School Facilities
(Pursuant to PCS Board of Education Policy 5030 - Community Use of Facilities)

Request is hereby made by _____ (“Lessee”) for the use of _____ (school)
 Dates: _____ Times: _____ Total # Hours of Use: _____
 Lessee Address, City, State, Zip: _____ Phone #: _____
 Purpose/Event for which Rental is Requested: _____
 Number of Attendees Expected: _____ Fee/Admission Charged? _____

TERMS OF THE AGREEMENT FOR USE OF THE FACILITY:

1. FEES

	RATES	(To be completed by Finance Officer)	Items Requested	Areas Requested
Deposit	\$100 (refundable, if no damages incurred and cancelation is made within 48 hours)			Auditorium <input type="checkbox"/>
Use of Facility	\$40 per hour with a three (3) hour minimum paid to Person County Schools			Athletic Field <input type="checkbox"/>
Custodian Child Nutrition Worker (for school groups only)	\$33 per hour paid to Person County Schools (this includes required matching benefits, employee receives double time pay)			Dining Area <input type="checkbox"/> Kitchen <input type="checkbox"/> (school groups only)
Other	Two Security Officers - \$20 per hour each paid directly to the officer; Exterior Lighting on Fields and Tracks - \$20 per hour paid to Person County Schools			Designated Classrooms _____ _____ _____
Gym Set-Up/Breakdown Service	Person High School \$100 Other Schools \$50		Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Rubber Mats <input type="checkbox"/>	Gym <input type="checkbox"/> Media Ctr. <input type="checkbox"/> Playground <input type="checkbox"/>
	Total User Fee:			

2. PAYMENT

Full payment is due to the Person County Schools one week prior to the date of the rental.

3. INDEMNITY

The Lessee agrees to indemnify, save and hold harmless the Person County Schools Board of Education and all its officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee’s use and/or occupancy of the leased premises, including any and all incidences and occurrences which causes bodily injury, property damage, or death. Person County Schools assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

5. DAMAGES AND LIABILITY INSURANCE

One week prior to the date of the event, all user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made and a \$2,000,000 general aggregate limit, as well as, \$500,000 in property damage coverage. The renter shall provide the Board with a Certificate of Insurance naming the Person County Board of Education as an Additional Insured. This is required by Board Policy and supported by both the Insurance Agent and School Attorney.

6. ORDERLY USE

The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees, and guests will comply with all directives of the school staff and policies of the school, Person County Schools Board of Education, and all laws of the state of North Carolina.

