

Buildings & Grounds

246 Beach Rd.

Walterboro, S.C. 29488

843-782-4523(Office) 843-539-1094(Fax)

Rental Application

Date of Event: _____ Approximate time needed: __:___-__:___ AM/PM

Time needed prior to Event: _____ (hours)

Name of School Requested: _____

Building area/Zone(s) requested: Auditorium Commons Gym
Stadium Cafeteria Tennis Courts

Name of group wishing to use facility: _____

Name of person responsible for overall arrangements: _____

Telephone Home: (____) ____ - ____ and Telephone Work or Cell: (____) ____ - ____

Email Address: _____

Type of activity (include a description of activities for which the facilities will be utilized): _____

Approximate number of people attending function: _____

Will admission be charged for the event? YES or NO

If YES, what is the price of admission? \$ _____ per person, \$ _____ per couple

Will security be used by renter? If so, renter must provide security. (attach documentation)

Certificate of liability insurance coverage must be provided by renter. (attach documentation)

Will food be catered? YES or NO

Room setup: It will be necessary to meet with the custodian on duty prior to the event to discuss area setup. Nothing can be moved from one area or zone to another. If renter is providing tables and chairs, the custodian(s) will be responsible for moving school furniture that is in that location.

Facilities Cost Computation:

CCMS-Commons - \$450	\$	Piano - \$100	\$
Elementary Cafeteria - \$350	\$	P.A. System - \$100	\$
CCMS Mini-Auditorium - \$350	\$	Number of Custodians	
Forest Circle Middle Cafeteria - \$350	\$	Number of Additional Personnel Needed	
CCMS Gym - \$650	\$	Cost for Personnel (Minimum of \$100)	\$
Stadium - \$450+	\$	Concession Stand - \$350	\$
CCHS-Tennis Courts- \$50 per hour for lights-if needed. \$25 Deposit for keys. Deposit will be refunded when keys are returned. * Please read Use of CCHS Tennis Courts on page 3.	\$	Total	\$
The applicant agrees to pay \$ _____ no less than ten (10) days prior to the scheduled event.			

Contract conditions:

1. In accepting this contract, it is understood that persons contracting for and using the school district's facilities agree to abide by all school policies and rules and regulations governing the use of school facilities.
2. The renter agrees to pay to the school district the cost of replacing and/or repairing any property or equipment damaged or destroyed by its use of the building as determined by the principal of the facility.
3. The renter agrees to exonerate, indemnify and hold harmless the Colleton County School District, its governing body, the individual members and all district officers, agents, and employees from and against any and all claims, loss, damage, expense and liability for injuries to persons and property claimed or alleged to be caused for any reason while the rented facilities are used and occupied by the renter.
4. A responsible person, at least twenty-one years of age, designated by the district of its designee(s) must be present during the entire time of contracted use.
5. The use of tobacco products is prohibited on Colleton County school property.
6. The possession and/or consumption of alcoholic beverages or illegal drugs on public school property are prohibited.
7. Guests must conduct themselves in a respectable manner.
8. Organizations shall not pay district employees directly.
9. Payment for use of school facilities shall be made ten (10) days in advance of the scheduled event. Failure to meet this provision may nullify the application.

Other conditions: _____

 Lessee Date District Representative Date

**FEE AND RENTAL SCHEDULE
DISTRICT PROPERTY OR EQUIPMENT
USE OF COLLETON SCHOOL DISTRICT FACILITIES
RENTAL FEE SCHEDULES CHARGES**

A. USE OF MINI-AUDITORIUM AT CCMS -----\$350.00+

1. Rental for one to five (1-5) hours.
2. + For rental more than five hours, an additional fee of \$60 per hour will be charged.

B. USE OF COMMONS AT CCMS/ ALL ELEMENTARY CAFETERIAS ----\$450.00+/\$350.00+

1. Rental for one to five (1-5) hours.
2. + For rental more than five hours, an additional fee of \$75 per hour will be charged.
3. The Commons and Cafeterias are the only zones that provide seating capacity.
4. The serving lines are not included.

C. USE OF THE COLLETON COUNTY MIDDLE SCHOOL GYM -----\$650.00+

1. Gym is not available for rental to public events unless approved by the Superintendent.
2. Rental for one to five (1-5) hours.
3. + For rental more than five hours, an additional fee of \$75 per hour will be charged.

~~D. USE OF FOREST CIRCLE MIDDLE CAFETERIA~~

- ~~1. Rental for one to five (1-5) hours.~~
- ~~2. + For rental more than five hours, an additional fee of \$75 per hour will be charged.~~
- ~~3. The Cafeterias are the only zones that provide seating capacity.~~
- ~~4. The serving lines are not included.~~

E. USE OF CCHS TENNIS COURTS

1. CCSD has first refusal rights.
2. Tennis court usage by outside organizations, a fee of \$50 per hour for lights will be charged if lights are needed.
3. Gate and restrooms keys can be picked up from the Buildings & Grounds office.
A \$25 deposit is required at the time of pick up. We accept cash only. Your deposit will be refunded when keys are returned. You must bring the original receipt to receive your refund.

F. CUSTODIAN-----\$100 minimum

1. CCSD custodial staff members will be paid at time and a half their pay rate.
 - a. Colleton County School District is divided into zones that correspond to the heating and air conditioning controls. The building will be rented based upon these zones.
Rental of any zone requires a custodian be present per zone.

G. EQUIPMENT FEES:

Additional charge to wax Cafeteria/Commons/Gym if used for a dance -----\$100.00

Piano (If available) -----\$100.00

Public address system (If available)-----\$100.00

Audio/Video equipment will not be available for rental. Presenter will be responsible for providing their own audio/visual equipment as needed for activity.

Tables and chairs that are in a designated area will be available for use at no charge. Tables and chairs will not be moved from one zone to another. If tables and chairs in area are not suitable for event or if additional tables and chairs are needed, it will be necessary for the party renting the zone to make arrangements with an outside vendor for suitable furniture. Custodian(s) on duty will be responsible for the moving of school-owned property only.

USE OF COLLETON COUNTY SCHOOL DISTRICT MINI-AUDITORIUM, GYM, COMMONS

- (a) Payment for use of the zone(s) is to be made at least ten (10) school days (not including school holidays) in advance of the date the facility is to be rented based upon the schedule of rates, or a cancellation notice will be sent. All checks are to be made payable to Colleton County School District.
- (b) All Colleton County District Public Schools may use the auditorium without charge but are responsible for cleaning the auditorium after their programs, or for arranging to pay a custodian at time and a half their pay rate for such cleaning.
- (c) All schools using the auditorium need to fill out an application form at least ten (10) school days (not including school holidays) in advance of use.
- (d) The following alterations or additions are permissible:
 - 1. Any portable equipment may be moved, but not removed.
 - 2. Signs, nails, tape, glue, etc., may not be fastened to any walls in the facility. The school principal or a designee must be consulted about erecting any signs.
 - 3. Permanent storage of equipment is not permitted unless approved by the school principal or a designee. Any liability for loss of any stored equipment belongs to the individual or organization storing said equipment in the facility.
 - 4. The same rules governing the use of any zone of the facility for public events also govern use of the facility for any practice or setting up.
 - 5. Telephone use in the school office is NOT available except for emergencies. The use of these phones must be restricted to school business only.
 - 6. The education of Colleton County School District students has precedence over any conflict between the school's educational process and the facilities use.

USE OF THE COLLETON COUNTY HIGH SCHOOL STADIUM

The football stadium will be under the direct supervision of the Colleton County High School Principal or designee(s).

- (a.) Use of stadium -----\$450.00
- (b.) Use of Concession Stand -----\$350.00
- (c.) Custodian (1-5 hours) -----\$100.00 minimum
- (d.) Lights ----- \$50.00 per hour
- (e.) Parking Manager----- \$30 per hour
- (f.) Parking attendants (if needed) ----- \$30 per hour (each)
- (g) Concession Stand Manager ----- \$30 per hour

AREAS EXEMPT FROM USE

Certain areas that house expensive and delicate equipment used for instructional program - such as science classrooms, teacher work areas and media centers - cannot be made available for use by non-school related groups unless approved by the superintendent or his designee. Kitchens cannot be used.

APPEALS

Any appeals of these guidelines or the building rental schedule shall be resolved by the superintendent.

Insurance Companies to purchase liability insurance for an event.

- 1. Bates Insurance Company
(Terri Smith)
843-782-4949 (located-Food Lion Shopping Center)*
- 2. C. T. Lowndes - 843-549-6179*
- 3. Search on-line-(Email: info@theeventhelper.com)*

Criteria:

- 1. Rental of school facilities for a one-time event and no alcoholic drinks will be sold, distributed, or used on school property at any time by anyone.*
- 2. The applicant are to submit to Colleton County School District a certificate of insurance evidencing liability insurance in an amount of not less than \$300,000 per person per occurrence and \$600,000 total per occurrence. The certificate of insurance must identify Colleton County School District (500 Forest Circle, Walterboro, SC 29488) as certificate holder and additional insured with respect to the event for which the application is being submitted.*
- 3. Size of event will range from 100 to 500 people.*