

# Pendleton County Schools Facility Use Application

Request for use of building at \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Nature of Activity \_\_\_\_\_  
 Date Requested \_\_\_\_\_  
 Hours Requested \_\_\_\_\_  
 Facility/Room Required \_\_\_\_\_  
 Non-Profit Status (documentation will be req. see below)      yes      no

Date	Name	
Date	Name and Title of Responsible Officer	
Date	Address	
Date	Approval of Principal of School	
Date	School Employee <i>present</i> during activity	
Date	Approval of Superintendent	
Date	Activity Director	Secretary

### Usage Fees

Deposit	\$ 75.00
Up to 2 Hours	\$ 30.00
Half Day (Up to 4 Hours)	\$ 50.00
Full Day	\$100.00
Week-end – 2 days	\$150.00
Week-end – 3 days	\$200.00
More than 3 days	\$ 75.00 per day
Ball fields	Additional \$50 night for lights - per calendar day

**All fees may be made payable to the Pendleton County Board of Education**  
*Full payment (deposit & fee) must accompany the application before reservations will be made.*

- A school board employed cook must be present during any activity that uses the kitchen facilities. Organizations will be responsible for reimbursing the Board of Education for those services.
- Note: Per (P) R.4.6. Any salary/overtime cost incurred by the Board to pay for personnel to perform additional duties related to the renting of the facility will be charged to the organization in addition to the usage fees listed above.
- All community groups using Pendleton County School facilities acknowledge that the Board is not legally responsible for the wellbeing of the participants in the activities for which the facility is scheduled. The groups and their leaders accept full responsibility and release the Board.
- Non-profit groups may be exempt from usage fees (deposit still required). Documentation for non-profit status may include official documents from federal, state and local governmental agencies authorized to bestow non-profit status upon a group or organization.