

Chesterfield County Public Schools
Application Form--Use/Rental of Facilities
Previous Editions Obsolete

SEND ALL COPIES TO FACILITY SERVICES FOR PROCESSING

White Applicant's Copy
 Canary Custodial Services Copy
 Pink Facility Services Copy
 Gold Principal's Copy
 Schedule ID # _____

School/Facility Requested _____ Application Date _____

Rental Date(s) _____
 *For multiple dates -- Please attach a list identifying all dates needed

Area(s) and times of usage (time **MUST** include set up and break down):

START TIME	END TIME
Auditorium _____	_____
Gymnasium _____	_____
Aux Gym _____	_____
Cafeteria _____	_____
Commons (Open/Closed) _____	_____
Kitchen _____	_____
*If Kitchen use is needed, please call (804) 743-3717 X126. Additional charges will apply. Food service charges are to be paid directly to the Department of Food Services.	
Library _____	_____
Forum _____	_____
Classroom _____	_____
Rm #'s requested: _____	_____
Other _____	_____
-If your event is outdoors but requires access to any school building or structure, a custodian will be assigned and fees will apply. Additional fees will also apply if an extra trash pick up is needed due to the size of the event being held.	
-Special Equipment – Special equipment charges must be arranged and paid directly to the school you are using. (circle)	
Lighting _____	Scoreboard _____
	P.A. System _____
	Other (please list) _____

Name of Organization _____ Zip Code _____
 Address of Organization _____
 City _____
 Applicant's Name _____ Zip Code _____
 Applicant Address _____
 City _____ Zip Code _____
 Applicant E-mail address _____ Phone No. _____ Cell No. _____

* Applicant must be an attendee of the event for which this request is being made.
 Please circle "YES" or "NO" to the following questions:
 Is this organization licensed in Chesterfield County? YES NO
 Does this organization have up to date General Liability Insurance? YES NO
 Is this organization an IRS recognized Not-for-Profit Organization? YES NO
 Is the applicant a resident of Chesterfield County? YES NO
 *If this is your first time renting a facility within Chesterfield County Public Schools, you must submit a copy of your 501(c)3 form and proof of third party liability insurance.

Admission Charges/Fees? (circle) YES NO Amount: _____
 Event Description _____
 *Estimated number of people expected to attend event _____
 * A minimum of 1 custodian is required for an event. Two custodians required for attendance greater than 250.
HVAC (heat/air) needed? (circle one) YES NO
 By signing this form, I have read and thoroughly understand all rules and regulations of School Board Policy #617.1 which govern use of facilities and agree to have my organization enforce all rules which are applicable to this use. In addition, I agree to take full responsibility for any and all monies due Chesterfield County Public Schools for use of the facility and for support services rendered.
 Signature of Applicant _____

Event fees will be billed within 30 days of your event date.
THIS RENTAL IS NOT APPROVED UNTIL APPLICANT RECEIVES APPROVED COPY SIGNED BY FACILITY SERVICES.

FOR SCHOOL USE ONLY:
 The above facilities are available for use on the date(s) and time specified except as noted.
 YES NO _____
 Principal/Designee Signature _____ Date _____
 Notes _____

FOR FACILITY SERVICES USE ONLY: (Actual charges may vary)
 Approved Est. Facility Charge \$ _____ Est. Custodial Costs \$ _____ Total Est \$ _____
 Disapproved Explanation _____
 Facility Services Signature _____ Date _____

Smoking is not permitted in school buildings.