

Sheffield City Schools – Rental Agreement

Availability of the Facility

Priority for the use of the Sheffield High School facilities (auditorium or athletic fields) will be given to school functions and organizations. Secondly, groups associated with the city of Sheffield departments or functions will be given consideration. Other unrelated groups may be approved at the discretion of the building principal and/or the superintendent. The institution reserves the right to deny usage to any group whose purpose contradicts the role, scope, and mission of Sheffield City Schools. All requests for usage will be made through the office of the principal at Sheffield High School who will then forward the request to the superintendent for approval. Requests for usage must be made at least four weeks prior to the event. Confirmation of requests will be given upon receipt of deposit.

Any event NOT sponsored by the Sheffield City School System, Sheffield Education Foundation, or the City of Sheffield will include the following statement in all newspaper or magazine announcements, brochures, and any other promotional materials publicizing the event: "THIS IS NOT A FUNCTION OF SHEFFIELD HIGH SCHOOL OR THE CITY OF SHEFFIELD."

All advertising and promotional materials should list prominently phone numbers and names for sponsoring individuals or organizations. In order to discourage interested parties from calling the high school, the school's phone number may NOT be listed.

Deposits and Payment of Fees

As required in the Sheffield City Schools Board Policy (4.4.2), Authorized Usage of Buildings and Grounds, full payment is required in advance. All fees are payable to the Sheffield Board of Education five days prior to the rental date. In the event of a cancellation, a \$100 cancellation fee will be charged and the remainder of the deposit will be refunded.

Half-Day Rate

Auditorium

\$400.00 (for up to 4 hours) - This rate includes the use of all auditorium equipment (sound and lighting), technology equipment, and the fee for school-trained technicians to operate the equipment. This fee should be paid in advance to the Sheffield Board of Education. Fees for custodial services and utilities are included in this rate. If the event goes beyond 4 hours, the user group will be charged the base rate plus an additional \$100.00 per hour or any fraction thereof.

Athletic facilities

\$400.00 (for up to 4 hours) – This fee should be paid in advance to the Sheffield Board of Education. This fee does not include lighting, press box access, or concession stand use. If the event goes beyond 4 hours, the user group will be charged the base rate plus an additional \$100.00 per hour or any fraction thereof. Copy (proof) of Liability Insurance (ALL Organizations other than school-related organizations shall provide evidence of liability insurance, injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000 is **REQUIRED** for use of all facilities. Copy of Liability Insurance **MUST** be provided.

Full-Day Rate

Auditorium

\$800.00 (for up to 8 hours) - This rate includes the use of all auditorium equipment (sound and lighting), technology equipment, and the fee for school-trained technicians to operate the equipment. Fees for custodial services and utilities are included in this rate. This fee should be paid in advance to the Sheffield Board of Education. If the event goes beyond 8 hours, the user group will be charged the base rate plus an additional \$100.00 per hour or any fraction thereof.

Full-Day Rate (Continued)

Athletic facilities

\$800.00 (for up to 8 hours) – This fee should be paid in advance to the Sheffield Board of Education. This fee does not include lighting, press box access, or concession stand use. If the event goes beyond 8 hours, the user group will be charged the base rate plus an additional \$100.00 per hour or any fraction thereof. Copy (proof) of Liability Insurance (ALL Organizations other than school-related organizations shall provide evidence of liability insurance, injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000 is **REQUIRED** for use of all facilities. Copy of Liability Insurance **MUST** be provided.

Security for Use of the Facility

The Sheffield Board of Education requires that security to be provided by the Sheffield Police Department during the rental time. The current fee is \$25 per hour and is subject to change by police department policy. Security costs are not included in the rental rates. It is the responsibility of the renter to schedule an officer and submit the security form as part of the application process. The Sheffield Board of Education requests that the current School Resource Officers be given the first right of refusal for providing security for the event

Liability for Damages, Theft, Loss, or Injury

Sheffield City Schools will not assume any responsibility for the damage or loss of personal property during the rental time. Any damage to the facility during the rental time will be charged to the user group. Groups will be notified in writing within ten days of the event of any damages. Damages to the facility will be assessed at current replacement cost. Sheffield City Schools will not assume responsibility for personal injury sustained during the rental time. Copy (proof) of Liability Insurance (ALL Organizations other than school-related organizations shall provide evidence of liability insurance, injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000 is **REQUIRED** for use of all facilities. Copy of Liability Insurance **MUST** be provided.

Auditorium Occupancy Limit

The maximum number of occupants allowed in the auditorium is 500. This number was determined by the Sheffield Fire Department and should not be exceeded.

Decorations and Restrictions

All decorations/exhibits used in the facility must be fire retardant and/or meet City Building and Fire Code approval. No decorations or exhibits are to be taped, tacked, or glued to the walls, curtains, or ceilings of the facility. User groups will be restricted to the auditorium, dressing rooms, and restrooms. Sheffield City Schools reserves the right to remove or discard any items left behind at the renter's expense. No entrances, exits, corridors, or other means of egress should be blocked or restricted in any way. No changes in electrical outlets can be made without the approval of the Gregory Thomason, maintenance supervisor.

Prohibited Items

In compliance with state statues, smoking is not permitted in any area of the high school or grounds. Tobacco products and alcoholic beverages are not allowed on the Sheffield High School campus. Food or beverages are not allowed to be sold or brought into the auditorium.

SHEFFIELD CITY SCHOOL SYSTEM
SHEFFIELD, ALABAMA
APPLICATION FOR USE OF SCHOOL FACILITIES

TO: The Principal of the School and/or the Superintendent of Schools

Application is made for permission to use the following facilities at:

School	Address:
Auditorium () Cafeteria () Gymnasium () Athletic Field () No. of Classrooms () Other ()	
From: _____ A.M./P.M.	To: _____ A.M./P.M. - One time only () Weekly () Monthly ()
Beginning Date: _____	Ending Date: _____
Name, Organization, and Phone Number: _____	
Purpose for Facility Use: _____	
Request for Personnel: Custodial () Security () Food Service () Auditorium Technician ()	Other () _____ (Specify if set-up is needed: tables, chairs, etc.) _____

RENTAL CONDITIONS:

1. Copy (proof) of Liability Insurance (ALL Organizations other than school-related organizations shall provide evidence of liability insurance, injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000 is **REQUIRED** for use of all facilities. Copy of Liability Insurance **MUST** be provided.
2. Provide adequate supervision and security
3. If Board of Education Employees supervise, they must be paid through Sheffield City Schools
4. Clean up and haul away any garbage or trash
5. Food or drink may not be consumed in the gym or on carpeted surfaces
6. Board policy prohibits smoking on school grounds
7. Nothing may be taped to the classroom/gym walls
8. All lights, air conditioners, and heaters should be turned off before leaving

I, the undersigned, hereby certify that I am the sponsor or appointed representative of the organization requesting use of the facility. I hereby expressly agree on behalf of said organization, to defend and indemnify and forever hold harmless Sheffield City Schools, its officers, Board members, and employees, individually and collectively, as to any claim or claims which might arise out of the use of the school facilities as herein provided, and pay all attorney's fees, costs, and expenses incurred as a result of such claims.

Signature	Title	Date
Approved	Not Approved	Principal
Date	Reason if not approved	

Charge for use of facility \$	Charge for requested personnel above \$
To be paid to: Sheffield City Schools Board of Education	To be paid to: Sheffield City Schools Board of Education
Charge for Utilities: \$	Time for heat/air conditioning to be turned on:
To be paid to the Sheffield City Schools Board of Education	From: _____ A.M./P.M. TO: _____ A.M./P.M.

(Board of Education to approve any non-school activities)

Approved: _____ Not Approved: _____ Superintendent