

Hyde County Schools
PO Box 217
Swan Quarter, NC 27885
Phone: 252-926-3281
Request for Use of Facility

Name of Individual or organization requesting facility: _____

Mailing address: _____

Contact telephone number and extension: _____

Facility or area requested: _____

Date and time for any required set-up: _____

Description of event: _____

Begin Time of event: _____ End time of event: _____ Time of access: _____

Time needed for set-up _____

Cost for use of facility

A standard hourly rate of **\$75.00** shall be charged to any private organization or group requesting use of a school facility. Checks are to be made payable to the Hyde County Schools within ten business days after the event. The building campus principal in charge of the facility will determine cost for use of the facility based on the provisions of the current policy. Use of the food preparation area requires a member of the school nutrition department to be present at an additional rate of \$50.00 per hour. A copy of the policy is attached.

Depending on the nature of the event, the organization may be required to take out liability insurance.

Signature of person completing the form

Date

TO BE COMPLETED BY ASSIGNED HYDE COUNTY BOARD OF EDUCATION PERSONNEL PROCESSING THE "REQUEST FOR USE FACILITY" FORM. A copy of the processed form will be sent to the organization, a copy will be sent to the central office, and a copy will be kept at the school. Processed forms may be submitted electronically.

Fee for use of facility waived ____ (yes) ____ (no)

Projected cost for use of facility _____ (number of hours _____ x **\$75.00** per hour)

_____ Request approved _____ Request Denied

_____ Liability Insurance Required (if checked, organization must present proof of insurance)

Reason for Denial: _____

Name of school personnel assigned to event: _____

Date Processed: _____ Processed by: _____

When using facilities of Hyde County Board of Education the user agrees to abide by all rules and regulations stipulated in the attached policy and assumes responsibility for any damages and related cost may be incurred. Re: Community Use of Facilities Policy (5030) adopted April 28, 2016, and Administrative Regulation (5030R).