



## Clayton County Public Schools Facility Use Price List and Contract

Phone (770) 473-2825

Fax (770) 473-2848

Area(s) Leased	Rental Fee	Minimum
Classroom	\$40 per hour	\$80 minimum
Gymnasiums/Physical Education Bldg		
Elementary School	\$60 per hour	\$120 minimum
Middle School	\$100 per hour	\$200 minimum
High School	\$150 per hour	\$300 minimum
Cafeteria	\$60 per hour	\$120 minimum
Cafeteria w/Kitchen	\$150 per hour	\$300 minimum
(plus cost of School Nutrition Employee)	\$30 per hour	\$60 minimum
Band Room	\$50 per hour	\$100 minimum
Commons Area	\$70 per hour	\$140 minimum
Commons Area w/Kitchen	\$180 per hour	\$360 minimum
(plus cost of School Nutrition Employee)	\$30 per hour	\$60 minimum
Media Center/Library	\$60 per hour	\$120 minimum
Custodial Charge	\$35 per hour	\$70 minimum
Security Charge <b><i>The number of officers needed will be determined by Security Dept.</i></b>	\$45 per hour, per Officer	
Emergency Maintenance Support (i.e. Electricians, Plumber, etc.) <b><i>**if needed**</i></b>	\$60 per hour	\$120 minimum
School Parking Lot	\$100 per hour	
Performing Arts Center Rental	Contact PAC at 770-473-2875	
Professional Learning Center	Contact PLC at 770-473-2795	
Stadium/ School Field Rentals	Contact Athletic Director at 770-473-2845	

### Notes:

1. The "maximum" rental for each day is twelve (12) hours.
2. Any other items utilized (i.e., pianos, stage lighting, athletic equipment, excessive electric use, P.A. System, etc.) shall be priced and billed on the Facility Use Form by the Facility Administrator.
3. No personal use of the Facility is allowed (i.e. birthday parties, reunions, etc.)
4. All school facility use charges are to be paid in advance by Cashier's Check or Postal Money Order. If the Central Office Designee refuses the facility use after approval by the Facility Administrator, it will be so marked on the form, sent back to the Facility Administrator, and the money will be returned to the organization.
5. Variation may occur in pricing based on the utility requirements necessary to heat or cool the area being rented.
6. Kitchen use is at the discretion and approval by School Nutrition Services. A Nutrition Services employee must be present if contract is approved. CCPS employees are only responsible for overseeing proper clean-up of equipment and facility. Nutrition's Employee is not responsible for food preparation.
7. All Guidelines/Terms/Conditions from the Use of Facility Contract must prevail on all facility use. Prices are subject to change without notice.



**Clayton County Public Schools**  
**S. Truett Cathy Professional Learning Center**  
**Facility Use Price List and Contract Addendum**  
**Phone – 770-473-2795**

<b>Area(s) Leased</b>	<b>Rental Fee (during regular workdays, M-F, 8:00 a.m. – 5:00p.m.)</b>	<b>After Hours Rental Fee (after 5:00 p.m., M-F, weekends, and non- workdays)</b>
Regular Classrooms (Max. Occupancy 30)	\$40 per hour \$80 minimum	\$80 per hour \$160 minimum
Double classrooms (Max. Occupancy 60)	\$100 per hour \$200 minimum	\$200 per hour \$400 minimum
101 A-D, Using all Sections (Max Occupancy 200)	\$140 per hour \$280 minimum	\$280 per hour \$560 minimum
Catering Kitchen	\$75 per hour \$150 minimum	\$150 per hour \$300 minimum
<b>Personnel Charges</b>		
Custodial Charge	N/A	\$35 per hour \$70 min
Technology Support	N/A	\$60 per hour \$120 min
Security Charge The number of officers needed will be determined by Security Dept.	\$45 per hour, per Officer	\$45 per hour, per Officer

**Notes:**

1. The "maximum" rental for each day is twelve (12) hours.
2. Facility Use charges may only be waived with approval of the Superintendent and/or Designee.
3. Any other items utilized (i.e., document cameras, TurningPoint kits, laptops, flipcharts, markers, copies, etc.) shall be priced and billed on the Facility Use Form by the Facility Administrator.
4. All Professional Learning facility use charges are to be paid in advance by Cashier's check or Postal money order. If the Central Office Designee refuses the facility use after approval by the Facility Administrator, it will be so marked on the form, sent back to the Facility Administrator, and the money will be returned to the organization.
5. Variation may occur in pricing based on the utility requirements necessary to heat or cool the area being rented.
6. All Guidelines/Terms/Conditions from the Use of Facility Contract must prevail on all facility use. Prices are subject to change without notice.



**Clayton County Public Schools  
S. Truett Cathy Professional Learning Center  
Contract Addendum**

**FACILITY(S) REQUESTED:**

Regular Classrooms (Max. Occ. 30): ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 112 ☐ 210 ☐ 211 ☐ 212  
☐ 213 ☐ 215 ☐ 215

Double Classrooms: (Max. Occ. 60): ☐ 201AB ☐ 202AB

Large Meeting Room: (Max. Occ. 40 ea. or 200 for combination of all): ☐ 101A ☐ 101B ☐ 101C ☐ 101D

Other Areas: ☐ Catering Kitchen ☐ 1<sup>st</sup> Floor Atrium ☐ 2<sup>nd</sup> Floor Atrium

**TECHNOLOGY EQUIPMENT:**

☐ Laptop for Presentation ☐ Laptop Cart ☐ Presentation Remote ☐ Wireless Microphone  
☐ Lapel Microphone ☐ Document Camera ☐ Projector for Presentation  
☐ OTHER: \_\_\_\_\_

**PRESENTATION OR CLASS SUPPLIES:**

☐ Flip Chart ☐ Flip Chart Markers ☐ Dry Erase Markers ☐ Copies (\$0.10 per copy)  
☐ OTHER: \_\_\_\_\_

**DIAGRAM FOR ROOM SETUP**

Please use the area below to sketch a diagram of how you wish the room to be set up. If you do not have any special requirements, the room will be set up classroom style, with chairs and tables. Please use the symbols in the legend as your guide.

LEGEND:



# CLAYTON COUNTY PUBLIC SCHOOLS FACILITY USE CONTRACT

Valid with District's Signature only  
To be completed by Applicant

Contract No. \_\_\_\_\_

School Related:      **Yes**      **No**

School Facility Requested:

\* Date(s) of Use Requested:

Space Requested:

☐ Gymnasium      PLC      Media Center  
☐ Auditorium      Addendum      Other  
☐ Cafeteria      Stadium  
☐ Grounds      Classroom

Time to Enter      Time to Leave

Day of the Week:

M      T      W      Th  
F      S      Sn

Admission/Participation Charged?

Yes      No

Amount: Adult \$      Student \$

Child \$      Other \$

Name of Group or Organization

Number in Group

Nature of Organization:

☐ Government Agency      ☐ Non-Profit  
☐ Religious Group      ☐ Civic Group  
☐ Profit      ☐ Other (enter below)  
☐ Business

Address of Group or Organization:

City

State

Zip

Contact Person Name

Telephone Number

Email:

Type of Activity

I DO HEREBY AGREE THAT I WILL BE RESPONSIBLE FOR THE PROPER USE OF THE FACILITIES INDICATED ABOVE AND AS OUTLINED IN THE "TERMS/CONDITIONS FOR THE USE OF SCHOOL FACILITIES". I HAVE ENCLOSED A CERTIFICATE OF INSURANCE AS OUTLINED BELOW.

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

## MAKE CASHIER'S CHECK OR POSTAL MONEY ORDERS PAYABLE TO: CLAYTON COUNTY PUBLIC SCHOOLS

Insurance Certificate

Yes

No

Will kitchen be used?

Yes

No

Applicable Facility Charges

#

Hours

Rate

Total

Facility Use      Yes      No

\$      \$

Custodial      Yes      No

\$      \$

Tech Support      ☐ Yes      No

\$      \$

Security      Yes      No

\$      \$

Equipment      Yes      No

\$      \$

Maint. Staff      Yes      No

\$      \$

Cafeteria Staff      ☐ Yes      No

\$      \$

Director of Nutrition \_\_\_\_\_

Total Due \$

Prior to using school facilities, groups not directly related to the school program must provide a certificate of insurance indicating liability coverage in the amount of at least one million dollars (\$1,000,000.00) per occurrence general aggregate. This certificate must reflect the Clayton County Public Schools as the certificate holder and as an additional insured for the duration of the group's use of the facility as specified above. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance. You may obtain this insurance from any insurance agent of your choice.

**Principal's Recommendation for Fee Waiver**

Partner with CCPS      ☐ Yes      ☐ No

If yes provide explanation of partnership/services

☐ **No Facility Fees**      ☐ **Reduced Facility Fees**

**=====DO NOT SIGN BELOW THIS LINE FOR CCPS EXECUTIVE STAFF ONLY=====**

Principal Signature: \_\_\_\_\_ Name of CCPS Event Supervisor: \_\_\_\_\_  
Date \_\_\_\_\_ Phone Number: \_\_\_\_\_

Chief / Area Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Safety and Security Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application Approved: ☐ Yes      ☐ No

Fee Waiver      ☐ No Fees      ☐ Reduced Fees (½)      ☐ Full Fees

Circle Reason for Denial: (Time Conflict) (Proposed Use Incompatible with Building Design)  
(Unsatisfactory Experience with Group) (Other - \_\_\_\_\_)

Superintendent/Designee/Maintenance Director /Signature: \_\_\_\_\_ Date \_\_\_\_\_



## CLAYTON COUNTY PUBLIC SCHOOLS FACILITY USE CONTRACT

### Terms and Conditions

*(Please initial each Term/Condition)*

1. **Utility:** Lessor will furnish air conditioning, heating, and lighting, which in its sole opinion, are adequate with respect to the intended use under this lease. Lessor will furnish custodial services as it may deem necessary. If the Lessee wishes to do its own cleanup, and this is approved by the facility administrator, no custodial charge will be assessed, otherwise Lessee will be charged for custodial service. Extra costs incurred by excessive electrical requirements will be paid by the Lessee. The failure to furnish air conditioning, heat, lights, or custodial service shall not abrogate this agreement and shall not entitle the Lessee to any rebate on the rental costs. \_\_\_\_\_
2. **Weapon:** No weapons of any type are allowed at any time on any facility, grounds, or property belonging to Clayton County Public Schools. All persons, bags, packages, etc. are subject to search at any time. \_\_\_\_\_
3. **Search:** All Persons are subject to search, including but not limited to, person, bags and parcels. \_\_\_\_\_
4. **No Smoking:** SMOKING IS PROHIBITED on Clayton County Public Schools' property by Clayton County Board of Education policy and the Official Code of Georgia 16-12-2. \_\_\_\_\_
5. **Alcohol Use:** POSSESSION OF BEVERAGE ALCOHOL IS PROHIBITED on Clayton County Public Schools' property by Clayton County Board of Education policy and the Official Code of Georgia 03-03-211. \_\_\_\_\_
6. **Objectionable Material:** Lessor reserves the right, through its administration, to remove any objectionable party/parties from the building or grounds, and upon an exercise of this authority, through any of its committees, agents, or policemen. To the extent permitted by law, Lessee hereby waives any and all claims for damages against Clayton County Public Schools in the event of such an occurrence. \_\_\_\_\_
7. **Explosive Hazards:** No person shall be permitted to bring to the building or grounds or keep herein anything which shall increase the rate of fire insurance on the buildings or on any part of property therein. Such items as gasoline, explosives, oils, or any other artificial lights shall not be permitted in the buildings or on the grounds without the consent of Lessor in writing. The Clayton County Public Schools reserves the right to limit the number, amperage, and wattage of lights, fixtures, or equipment for any event. All decorative material must be flame-proof before it is taken in the building or on Lessor grounds. After unpacking all boxes, cartons, etc., packing and wrapping must be replaced in boxes and removed. \_\_\_\_\_
8. **Public Safety:** Nothing contained in this Lease shall be construed to prohibit the Department of Public Safety, Health Department, Police Department, Fire Department, or any department of the Clayton County Public Schools, its agents or employees, from entering the leased premises for the purpose of discharging their lawful duties. The sidewalks, passageways, halls, stairways, seating and exits specifically shall not be obstructed by the Lessee or any other person. \_\_\_\_\_
9. **Contracts:** The Clayton County School Board reserves the right to review any contracts between Lessees and other parties involved in using any Clayton County Public Schools' facility. \_\_\_\_\_
10. **No Sub-leasing:** No portions of the buildings or grounds shall be leased or sublet out by Lessee without the consent, in writing, by Lessor. The buildings or grounds shall not be used by Lessee for any purpose whatsoever except as herein set out. \_\_\_\_\_
11. **Leased Space:** This contract does not cover any space or accommodations other than those checked on the "Clayton County Public Schools Facility Use Contract". \_\_\_\_\_
12. **Contracted Time of Use:** All facility use charges are calculated from the time the facility is opened until it is closed. All cashier's checks/Postal Money Orders are to be made payable to "Clayton County Public Schools". All rentals are to be paid in advance for school facilities. \_\_\_\_\_
13. **Cancellation:** In the event of inclement weather or other circumstances where Clayton County Public Schools are closed, all facilities will also be closed. This decision is made by Clayton County Public Schools' officials and not by Lessees. \_\_\_\_\_

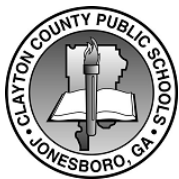


## CLAYTON COUNTY PUBLIC SCHOOLS FACILITY USE CONTRACT

### Terms and Conditions

*(Please initial each Term/Condition)*

14. **Advertising:** No advertising or publicity about any event which would name a Clayton County Public Schools facility shall be distributed prior to the payment and approval of a Facility Use contract. \_\_\_\_\_
15. **Supervision:** Lessor is required to provide a building supervisor for the leased facility. Lessee shall maintain at the leased facility a contact person who shall remain in attendance until the event is completed and who shall be responsible for any communications between the Lessee and those in attendance. All security arrangements shall be made through the Clayton County Public Schools Safety and Security Dept. The Safety and Security Department will determine the number of personnel required to police the event before contract is approved.
16. **Equipment Removal:** Lessor reserves the right to move from the building all property remaining in the building after the time specified in this agreement, or to charge the Lessee \$100 for the first day and \$25 per day thereafter, up to 30 days at which time all equipment, props or effects will belong to the Clayton County Public School System. \_\_\_\_\_
17. **Insurance Requirements:** Lessor reserves the right to require Lessee to provide adequate liability insurance or a bond for damages to person or property that may occur while using any facility of the Clayton County Public Schools. Failure to secure said insurance or bond will cause the Lessee to forfeit the use of the facility. Commercial Lessees and/or Lessees charging admission, taking orders or selling merchandise specifically agree to carry comprehensive, liability insurance with a company authorized to do business in Georgia of not less than \$500,000 for bodily injury to any one person and \$1,000,000 for bodily injury from any one accident and \$100,000 for property damage for any one accident to protect Lessee and Clayton County Public Schools against damages that may occur. A certificate of insurance to the facility administrator may be required 30 days prior to the event. \_\_\_\_\_
18. **Liability:** To the extent permitted by law, the Lessee herein shall be liable for any and all damages caused through its own acts or the acts of any of its employees or agents or anyone visiting the building or grounds upon the invitation of the said Lessee, caused to the building or any portion thereof, or to persons or property upon Lessors premises. \_\_\_\_\_
19. **Indemnity:** To the extent permitted by law, the Lessee agrees to hold harmless the Clayton County Public Schools, Clayton County Public Schools' employees, agents or volunteers from any and all damages to persons or property during the use of said building, grounds, and equipment, unless it is determined by a court of competent jurisdiction that such damage to persons or property was directly caused by the negligence of Clayton County Public Schools, Clayton County Public Schools' employees, agents or volunteers. To the extent permitted by law, Lessee agrees to indemnify and pay to the Clayton County Public Schools for any damages to its property resulting from the use of said building, grounds or equipment which may be made against the Clayton County Public Schools or its agents, for property damage or personal injuries sustained by any persons, including Lessee and Lessee privies, which may result from the use of said building, grounds or equipment by Lessee, unless it is determined by a court of competent jurisdiction that such damage to persons or property was directly caused by the negligence of Clayton County Public Schools, Clayton County Public Schools' employees, agents or volunteers. \_\_\_\_\_
20. **Freight Deliveries:** Lessee agrees that when any part of the buildings or grounds is used for a meeting which requires freight to be shipped to the facility, that the Lessee will employ an approved agent to receive all freight and to ship all freight from the building within contracted hours. Lessor will not accept freight prior to the meeting date, and Lessor will not be responsible for any freight shipped to any Clayton County Public Schools' facility.



## CLAYTON COUNTY PUBLIC SCHOOLS FACILITY USE CONTRACT

### Terms and Conditions

(Please initial each Term/Condition)

21. **Care of Facility:** Lessee accepts the building in good order and repair, and agrees to return it to the Lessor in the same condition, normal wear excepted. Lessee agrees to reimburse Lessor for any expenses Lessor incurs in returning the facility to its condition prior to the lease. No nail, tacks, staples, brads, or other things shall be driven into any portion of the building, and no changes, alterations, repair, painting, staining, or doing anything that will change the finish, appearance, or contour of the building, will be permitted without the written consent of the Lessor. Use of any type of cohesive tape is prohibited. Nothing, including pins, shall be attached to any curtains. \_\_\_\_\_
22. **Equipment Rental:** All technical equipment furnished as a part of this agreement shall be operated by personnel approved by Clayton County Public Schools. (See *S. Truett Cathy Professional Learning Center Price List and Contract Addendum*) \_\_\_\_\_
23. **Animals:** No animals, other than medically required service dogs, shall be brought into any building without the express consent of the Lessor, and then under such regulations as may be made by Lessor. \_\_\_\_\_
24. **Food and Beverages:** No food or other edibles, drinks, or novelties shall be given away free or sold in any building or grounds by Lessee unless authorized by Clayton County Public Schools. \_\_\_\_\_
25. **Television:** Televised shows or events held on Clayton County Public Schools' grounds will be required to pay the current rate for Electrician and/or Technician's services. The name "CLAYTON COUNTY PUBLIC SCHOOLS" shall appear in the credits of any event filmed, but only with prior written approval of the District. \_\_\_\_\_
26. **Copyright:** Fees levied for the playing and/or performing of music or performing scripts under copyright to any licensing agency are the sole responsibility of the Lessee. \_\_\_\_\_
27. **Cancellation:** Lessor and Lessee each reserve the right, without notice, to cancel this lease at any time whatsoever, if, in the determination of such party, cancellation is necessary to protect the health, welfare, morality, or safety of the public. Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if, in the determination of Lessor, the premises are used for any purpose other than that specified in this lease, or if the facilities and premises would be adversely affected by tenant's use, such adverse use not being contemplated upon the execution of this lease or due to local school needs for school related activities. Lessor and Lessee shall each make every reasonable effort to give the other party prior notice of any such cancellation. In the event of cancellation by Lessor, money paid on account of Lessee allocable to any time or event during or for which Lessee does not have the use of the premises by virtue of cancellation, shall be refunded to Lessee within a reasonable time. It is expressly agreed that in the event of a cancellation of this contract by either party, the non-canceling party shall have no claim of any character against the canceling party by reason of such cancellation. \_\_\_\_\_
28. **Contract Termination:** Lessor reserves the right at any time to order out any person, animal, furniture, fixtures, wiring, exhibits, or other things, and to terminate this contract without notice or liability for its so doing. To the extent permitted by law, Lessee specifically agrees to hold Lessor harmless for any such cancellation. Lessor agrees to provide a prorated refund to Lessee within a reasonable time after cancellation. Such refund shall be determined by dividing the total number of hours actually used for the event by the number of hours originally scheduled, then multiplying that number by the total charges. \_\_\_\_\_
29. **Prejudice:** Lessee shall not restrict participation in an activity or event taking place at a school facility because of an individual's race, religion, creed, sex, national origin or disability. \_\_\_\_\_
30. **Additional Regulations and Conditions of Use:** Clayton County Public Schools reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interests of the school, and such regulations shall be binding upon the Lessee. \_\_\_\_\_