

MADISON COUNTY SCHOOL DISTRICT

School Year 2018 - 2019

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Permits may be issued by the Superintendent for use of school facilities or equipment to responsible organized groups, provided use by others will not interfere or conflict with the school program, including impromptu changes in school schedules. Written application on forms approved by the Board of Education shall be made as prescribed at least 30 days prior to the expected use of the facility, shall be accompanied with reimbursement of cost for the use according to the schedule of expenses shown on the application and submitted at least 24 hours in advance of the expected use, and shall have been approved by the principal assigned to the facility.

Use of certain school facilities is subject to the following conditions:

1. Applications must be made at least 30 days prior to the date of intended use.
2. Applications shall not be considered in advance of the current fiscal year.
3. Refreshments shall not be served in auditoriums or on gymnasium floors.
4. The School Board policy regarding smoking, exit control, seats in aisle, etc. shall be observed, as well as all other city ordinances and local or state laws applicable to public building use.
5. Any person or organization renting school property must pay for any damage done to the property. The Madison County School District does not provide liability insurance. It is the user's responsibility to secure insurance. Proof of liability insurance must accompany application, and must name the Madison County School District, the Board of Education, the Superintendent and their employees and agents as an additional insureds-lessor.
6. A contract for the rental of school property is not assignable to another person or organization.
7. The rental fee does not include property and equipment not normally located in or on the premises rented.
8. Persons attending meetings will be required to go directly to the facility for which application is made and to leave by the most direct exit.
9. Equipment available for use shall consist of tables, chairs, podium, lectern, lights, heating/cooling, and other furnishings and equipment that is normally in place.
10. When certain facilities are used, the organization renting the facilities must employ a school official or another person appointed by the principal of the school to be present at all times.
11. No alterations of electrical circuits or breakers may be made without the approval of the supervisor of the building.
12. If the program requires parking attendants, then they must be furnished by the organization. Parking of vehicles will be limited to designated parking areas only.
13. Failure of the applicant to comply with any of the foregoing conditions shall constitute cause of cancellation and/or refusal of privilege to use.

MADISON COUNTY SCHOOL DISTRICT  
 School Year 2018-2019

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Facility: MADISON CROSSING Date of Application: March 8, 2018

Type of Program or Activity: MADISON County Primary Election

Check facilities desired and fill in dates, and opening and closing hours. The rate is established on the basis of current costs at the beginning of each school year.

FACILITY:	DATES	OPEN	CLOSE	RATE	COST
Auditorium Foyer	<u>June 4-6</u>	<u>M to deliver Equip</u>			
Cafeteria/Cafetorium		<u>T 6:00-8:00 Voting</u>			
Kitchen		<u>W to pick up equip</u>			
Classroom					
Gymnasium					
Athletic Field					
Sub Total					
<b>AUXILIARY COSTS:</b>					
School Official					
Maintenance Personnel					
Security					
Sub Total					
<b>GRAND TOTAL</b>					

Applicant agrees that the terms and conditions of the Madison County School District Application for Use of School Facilities, as adopted by the Board of Trustees of the Madison County School District, constitutes as part of this application as if fully written herein.

Applicant by its signature hereto covenants and agrees that it shall indemnify, hold harmless and protect the Madison County School District and the Madison County Board of Education from any and all claims, real or imagined which arise out of and are occasioned by applicant's use of the school properties resulting from applicant's acts or omission, to include liability to applicant's membership, participants, invitees and guests.

**PROOF OF LIABILITY INSURANCE IN THE FORM OF A LIABILITY INSURANCE POLICY AND/OR CERTIFICATE OF INSURANCE NAMING THE MADISON COUNTY SCHOOL DISTRICT AND SCHOOL BOARD IS ATTACHED HERETO.**

The applicant understands that upon failure to comply with any and all of the policies on use of certain school facilities, the Madison County School District may terminate and cancel all rights and privileges of the undersigned to use said facilities or equipment, but any failure to terminate such privilege for the breach of said conditions shall not constitute a waiver of the rights so to do as to any other violation of said requirements. Furthermore, the school district is authorized to make repairs to any damaged building or equipment, or to replace same in the event of complete destruction or loss resulting from use of said building or equipment and to bill the undersigned for same.

MADISON County Board of Supervisors P.O. Box 608, Canton 39046  
 Organization Address

Representative Office Phone Home Phone

APPLICATION APPROVED BY:

Principal Date Superintendent Date

Approved: Effective:  
April 2008 / July 1, 2008

## Application for Use of Certain School Facilities

1. The charge for the use of facilities is for a minimum of (3) hours, and charges for each additional hour will be at the same rate per hour as for the first three (3) hours.
2. When the kitchen is used, the organization renting the facility must reimburse the school district for the cost of the cafeteria manager or another person appointed by the principal of the school to be present at all times when the kitchen is in use.

### RATE SCHEDULE

#### **FACILITY:**

	<u>Type facility</u>	<u>Fee per hour</u>	<u>Min. Fee</u>
Elementary School	Cafetorium	\$100 per hour	\$300
	Classroom (each)	\$10 per hour	\$ 30
	Kitchen	\$100 per hour	\$300
	Library	\$50 per hour	\$150
	Multi-Purpose room	\$30 per hour	\$ 75
Middle School	Classroom (each)	\$10 per hour	\$ 30
	Gymnasium	\$100 per hour	\$300
	Gymnatorium	\$100 per hour	\$300
	Kitchen	\$100 per hour	\$300
	Library	\$50 per hour	\$150
	Practice Field	\$50 per hour	\$150
High School	Athletic Field	\$100 per hour	\$300
	Auditorium - See separate use agreement		
	Cafetorium	\$100 per hour	\$300
	Classroom (set of 4)	\$40 per hour	\$120
	Commons	\$60 per hour	\$180
	Gymnasium	\$100 per hour	\$300
	Kitchen	\$100 per hour	\$300
	Library	\$50 per hour	\$150
	Cafetorium Stage (Sound and Lighting)	\$25 per hour	\$ 75
Career and Technical Center	Labs	\$50 per hour	\$150
	Meeting room	\$50 per hour	\$150

Approved: / Effective:  
April 2008 / July 1, 2008

Auxiliary:

School Official	\$50 per hour	\$150
Maintenance (each)	\$20 per hour	\$ 60
(Add 1 hour for set up and take down)		
Security (1 each 500)	\$20 per hour	\$ 60

Reimbursement Ratio:

Non-school related organizations 100%

School Related Organizations 50%  
(Includes class reunions)

City of Flora No charge

City of Madison No charge

City of Ridgeland No charge

From freed@madison-schools.com

Sent Monday, May 19, 2008 3:15 pm

To "rwilliams@madison-schools.com" <rwilliams@madison-schools.com>

Cc Mary Barley <mbarley@madison-schools.com>

Subject Fwd: Revised Use of School Facilities Fees (excluding Performing Arts Centers)

Attachments Use of Certain School Facilites Fees revised 4 08.doc 25K USE OF FACILITY FORM - Revised 4.2008.doc 27K

----- Original Message -----

From dejones@madison-schools.com

Date Mon, 19 May 2008 11:21:38 -0500

To "administrators@madison-schools.com" <administrators@madison-schools.com>

Subject Revised Use of School Facilities Fees (excluding Performing Arts Centers)

Please see the updated fees schedule for use of all facilities excluding the Performing Arts Centers. These were board approved April 2008 and will go into effect July 1, 2008.

Let me know if you have questions.

Thanks.  
Debbie

Debbie Jones  
Finance Director  
Madison County Schools  
601-879-3028  
601-879-3037 (fax)



P Truesdale <pbtruesdale@gmail.com>

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**Fw: facilities\_use-1.pdf**

1 message

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**Pat Truesdale** <Pat.Truesdale@madison-co.com>  
To: Pat Truesdale Forward <pbtruesdale@gmail.com>

Thu, Mar 8, 2018 at 9:53 AM

Pat Truesdale  
[601-613-7203](tel:601-613-7203)

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**From:** Shelton Vance  
**Sent:** Wednesday, March 7, 2018 8:06:06 AM  
**To:** Pat Truesdale  
**Cc:** Kesha Buckner  
**Subject:** FW: facilities\_use-1.pdf

Pat,

Can you get this form completed so that I can return it to MCSD?

Thanks,

SV

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**From:** McGehee, Ronnie [mailto:[rmcgehee@madison-schools.com](mailto:rmcgehee@madison-schools.com)]  
**Sent:** Tuesday, March 06, 2018 4:48 PM  
**To:** Shelton Vance  
**Subject:** FW: facilities\_use-1.pdf

Shelton,

At their meeting last night, the Board approved your request to use Madison Crossing as a voting precinct. I am attaching a request for facilities use form which needs to be completed for our records. You can return the form to Ellen Aregood at [earegood@madison-schools.com](mailto:earegood@madison-schools.com).

Thanks,

Ronnie