

## Highland County Public Schools Application for Use of School Facilities

\_\_\_\_\_ do hereby request the use of the following facilities

(Organization and/individual)

Cafeteria \_\_\_\_\_ HES Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_  
 Classroom \_\_\_\_\_ HHS Gymnasium \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

ON: \_\_\_\_\_ From: \_\_\_\_\_  
 (Date) (Month/day/year) (Time)

For the purpose of: (please specify) \_\_\_\_\_

Anticipated charges from the back of this form

Cafeteria	\$ _____
Kitchen	\$ _____
Classroom	\$ _____
HES Gymnasium	\$ _____
HHS Gymnasium	\$ _____
Kitchen personnel wages (\$50 min)	\$ _____
Custodial personnel wages (\$50 min)	\$ _____
Anticipated Total Charges	\$ _____

If approved, it is agreed that the organization and/or individual named below **assume the legal liability and responsibility for the participants and the public.** If the property, facility, equipment, etc is damaged, it will be paid by the organization and/or individual. All anticipated charges must be paid immediately following the use of the facilities.

\_\_\_\_\_  
 (Date) (Signature – Title) (Phone Number)

\_\_\_\_\_  
 (Date) (Signature – Title) (Phone Number)



### The name of the person who will be on site and responsible for requested activity

\_\_\_\_\_  
 (Date) (Signature – Title) (Phone Number)

\_\_\_\_\_ Approved \* \_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved \* \_\_\_\_\_ Disapproved

\_\_\_\_\_ \* \_\_\_\_\_

\_\_\_\_\_ \* \_\_\_\_\_

\_\_\_\_\_  
 (Date) (Principal's Signature) \* (Date) (Superintendent's Signature)

**Highland County Public Schools  
Anticipated Charges**

SCHOOL CAFETERIA WORKERS MUST BE HIRED IF ANY KITCHEN EQUIPMENT IS TO BE USED

			Estimated Cost
Cafeteria:	Less than 4 hours	\$10.00 per day	_____
	More than 4 hours	\$20.00 per day	_____
Kitchen:	Less than 4 hours	\$25.00 per day	_____
	More than 4 hours	\$35.00 per day	_____
Classroom:		\$5.00 per day	_____
HES Gymnasium	Less than 4 hours summer	\$25.00 per day	_____
	More than 4 hours summer	\$35.00 per day	_____
	Less than 4 hours winter	\$35.00 per day	_____
	More than 4 hours winter	\$45.00 per day	_____
HHS gymnasium	Less than 4 hours summer	\$25.00 per day	_____
	More than 4 hours summer	\$35.00 per day	_____
	Less than 4 hours winter	\$35.00 per day	_____
	More than 4 hours winter	\$45.00 per day	_____
Kitchen personnel	\$50 for the first 2 hours, plus \$10.00 per hour After the first 2 hours		_____
Custodian	\$50 for the first 2 hours, plus \$10.00 per hour After the first 2 hours		_____