

Pitt County Schools

Application for Use of School Facilities

Date Paid: _____

Receipt #: _____

DATE OF APPLICATION: _____

INSTRUCTIONS: Form should be filled out in triplicate and presented to the Principal/Director of the facility being requested.

All Blanks Must Be Completed

INDIVIDUAL AND ORGANIZATION making applications for facility: (This should be the person responsible to the Pitt County Schools for proper care/use of the facility and paying use cost).

Individual: _____

Organization: _____

Phone: _____ **Phone:** _____

Please list two (2) contact numbers

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

FACILITY REQUESTED (SCHOOL): _____

Exact Area(s) Requested: _____
(i.e. Gymnasium, Cafeteria, Campus Grounds)

INTENDED USE OF FACILITY: _____

ANTICIPATED NO. OF PARTICIPANTS AND/OR SPECTATORS: _____

DATE(S) FACILITY IS REQUESTED: _____

DAY(S) OF THE WEEK REQUESTED: _____

START TIME (include set up time): _____ **ENDING TIME:** _____

TOTAL NO. OF HOURS: _____

EQUIPMENT/SERVICES NEEDED: _____

Authorized Agent of User (Your signature indicates you have read and understand the agreement below)

Date

FEES

Supervision Fee: _____	Fees not paid by due date below will result in a cancellation.
Utility/Facility Fee: _____	
Other Fees: _____	
TOTAL DUE: _____	
Due Date: _____	

Please contact our office at 902-1975 if you wish to cancel.

Return form and payment by the date indicated to the Community Schools & Recreation Office at 4561 County Home Road, Greenville, NC 27858

FEES MUST BE PAID BEFORE APPLICATION IS

Approval is not final until the Principal and the Community Schools Office have signed below and **ALL** fees are paid in full. A school employee assigned by the Principal must open facility, maintain custody of facility and secure the facility after use.

Facilities will not be available if fees are not paid by the date indicated above.

PRINCIPAL

The use of this facility/equipment at the time and date requested will not interfere with any school program or prior commitment. I do hereby **APPROVE** **DISAPPROVE** this application.

Principal's Signature

Date

Comments

COMMUNITY SCHOOLS OFFICE

This application is **APPROVED** **DISAPPROVED** as presented.

Coordinator's Signature

Date

Comments

PLEASE READ AGREEMENT BELOW REGARDING SCHOOL FACILITIES LIABILITIES

AGREEMENT

Section 115-133 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property. It is understood and agreed by and between the parties of this contract that under this Statute and under the doctrine of governmental immunity the Pitt County Board of Education is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause of happening whatsoever. It is further understood and agreed by and between the parties to this contract that the use of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the Pitt County Board of Education for any damages to such school facilities resulting from any action of the user or the user's agent, employees, members of the invitees during the period of use of such facilities by users as approved by the Pitt County Board of Education. The user of school facilities under and pursuant to the terms of this contract hereby agree to indemnify and hold the Pitt County Board of Education harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of the contract all parties involved in stated organization have read and understand the policy entitled "Rules and Regulations for Use of Facilities". It is further understood that the organization or individual agree to fees and charges as stated and will be responsible to pay for any damages during the use of facility. **It is also understood that no alcoholic beverages or smoking is allowed on the school premises.**