

**Trussville City Schools  
Use of Facilities Agreement**

Date: \_\_\_\_\_

The Agreement for Use of Facilities issued this date between Trussville City Schools and \_\_\_\_\_, **(Person signing the form)** conditional upon acceptance by Trussville City Schools, will confirm the use of facilities as follows:

<b>Event or Program Title</b>	
<b>Organization requesting facilities</b>	
<b>Proposed Rental Amount</b>	\$
<b>Age group of students involved</b>	
<b>Is this for Trussville student only</b>	
<b>Is this a Fund Raiser</b>	
<b>Specific facility/room requesting – (example: High School room number B123)</b>	
<b>Requested Start Date and End Date</b>	
<b>Details on days per week and times</b>	
<b>Event start and end times</b>	

<b>Verification of Liability Insurance</b>	Please attach a copy of your Verification of Liability Insurance to the Agreement. The Superintendent of Education may waive the requirements of this statement.

**Acceptance of this offer of Use of Facilities and the provisions of this Agreement should be indicated by signing in the space provided and returning the original copy to Trussville City Schools, Attn: Facilities Coordinator, 476 Main Street, Trussville, AL 35173.**

In exchange for the use of the school facility listed above, applicant expressly agrees:

1. That Trussville City Schools reserves the right to terminate this agreement at any time **(Example of possible termination: loss of utilities (power, water, etc.), impending inclement weather, unexpected need by TCS, etc.)**  
**This agreement must be turned in at least one board meeting prior to the event.**
2. To use the school facilities only for the purpose identified above.
3. To enforce the Board’s prohibition against smoking, drugs, alcohol, weapons and other such activities and/or items on school property.
4. To indemnify and hold harmless the Trussville City Board of Education, including all officials, agents and employees, separately and severally, from any and all claims arising from applicant’s use of the school facility. This indemnity agreement not only requires applicant to pay any adverse judgment against the School Board arising from applicant’s use of the facility, but also requires applicant to provide the Board, it official’s, agents and employees, with legal defense at applicant’s expense which includes costs, expenses, and attorney fees.
5. To assume full responsibility for any and all damages to the school facility caused, directly or indirectly, by the applicant’s use of the facilities.
6. **The applicant also agrees to clean up before they leave that facility. The facility should be returned in the condition it was rented. This involves and is not limited to**
  - **Picking up garbage/emptying garbage cans and putting garbage bags from cans in the dumpsters**
  - **Cleaning, disinfecting and restocking restrooms**
  - **Make sure all lights and power is off**
  - **Alarm is set and doors are locked**

**I acknowledge that I have read and understand all provisions listed above and agree to abide by all provisions of the foregoing Agreement.**  
**Sponsor/Coach/Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Please add a check mark in check box beside each facility being requested below. Approval from the school principal and listed Asst principal is required before this agreement can be initiated.

<b>Paine Campus</b>		<b>Date:</b>	<b>Principal Signature:</b>
<b>Magnolia Elementary</b>		<b>Date:</b>	<b>Principal Signature:</b>
<b>Cahaba Elementary</b>		<b>Date:</b>	<b>Principal Signature:</b>
<b>Hewitt Trussville Middle</b>		<b>Date:</b>	<b>Principal Signature:</b>
<b>Hewitt Trussville Middle</b>		<b>Date:</b>	<b>Asst. Principal Signature:</b>
<b>Hewitt Trussville High</b>		<b>Date:</b>	<b>Principal Signature:</b>
<b>Hewitt Trussville High</b>		<b>Date:</b>	<b>Asst. Principal Signature:</b>

Once the principal and assistant principal sign offs are complete send the form and all other required documents (Verification of Liability insurance, and FLYER) to the TCS Facilities and Building Support Services Department. Your request form will then be sent for sign off from the appropriate Director(s) and Coordinator(s) before the board meeting for approval.

<b>Athletic Director</b>	<b>Date:</b>		<b>Signature:</b>
<b>Assistant AD for Football</b>	<b>Date:</b>		<b>Signature:</b>
<b>Track and Field Coaches</b>	<b>Date:</b>		<b>Signature:</b>
<b>Facilities Coordinator</b>	<b>Date:</b>		<b>Signature:</b>
<b>TCS CFO</b>	<b>Date:</b>		<b>Signature:</b>

I understand any service calls for this facility will result in an individual billing rate of \$75.00 per hour for each technician required. The billing rate starts at the time the technician is called.

Facilities must be supervised at all times by school personnel (Supervision fee based on available staff). Outside groups may be subject to a supervision rate of \$35.00 per hour. This fee may be in addition to any and all other rental fees. Failure to pay the invoice may result in termination of the use of facilities.

I acknowledge that I have read and understand all provisions of the foregoing Agreement, and agree to abide by all provisions of the foregoing Agreement. **Please fill in all the information required below.**

<b>Name (Please Print):</b>
<b>Date:</b>
<b>Signature:</b>
<b>Phone:</b>
<b>Cell Number:</b>
<b>Email:</b>

### Rental Fees for Trussville City School Facilities

Space	Fee
Classroom – Regular	\$25.00 per hour \$125.00 per day
Lunchroom – Dining area ONLY	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$200.00 per hour/\$1000.00 per day
Auditorium – Meeting	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$ 200.00 per hour/\$1000.00 per day
Gymnasium	HTHS - \$500.00 per hour/\$2500.00 per day HTMS/Paine/Magnolia/Cahaba - \$200.00 per hour/\$1000.00 per day
Library	\$100.00 per hour/\$500.00 per day
Lecture Room (HTHS)	\$100.00 per hour/\$500.00 per day