



Office of Business and Finance
 1 Franklin Street · Hampton, Virginia 23669-3570 · (757) 727-2335

Facility Rental Application

- 1) Complete all of **Part I**, read, sign, and date the Facility Procedures and Regulations in **Part II**.
- 2) Complete and return one application for each school requested to the Office of Business and Finance at least 14 calendar days prior to the event. The Office of Business and Finance will notify the organization as to the status of the application and to make arrangements for payment of fees and receipt of insurance documents.
- 3) Remit appropriate fees at least 10 calendar days prior to the event. Make checks payable to Hampton City Schools for all rental and utility fees.

Part 1

School/Site Requested: _____

Contact Person(s): _____

Name of Organization: _____ Non-Profit Tax ID#: _____

Billing Address _____

City _____ State _____ Zip _____

Home/Cell Phone: _____ Email: _____

Work Phone: _____ Fax: _____

Purpose for use of space/describe event in detail: _____

Space Requested:

- Auditorium
 Main Gym
 Auxiliary Gym
 Cafeteria
 Cafetorium
 Athletic Field
 Parking Lot (only)
 Other

Utility Requested:

- Air Conditioning
 Heat

Day(s) Week (M-Su)	Beginning Date	Ending Date	Set Up Start Time	Take Down End Time	Total Hours

- 1) Are you a neighborhood serving organization registered and in good standing with the Hampton Neighborhood Commission?
 (If yes, proceed to question 3) No Yes
- 2) Have you retained liability insurance? No, coverage must be obtained prior to event. Yes, please provide the certificate.
- 3) Will participants be charged a fee? No Yes, amount \$ _____
- 4) Will spectators be charged a fee? No Yes, amount \$ _____

Part II Facility Procedures and Regulations

Applications for community use will be completed through the Office of Business and Finance. An electronic application will be forwarded to the school of choice for approval or denial. Rentals are subject to the availability of staff as determined by GCA Services.

The Office of Business and Finance will notify the organization as to the status of the application and to make arrangement for payment of fees and insurance documents. Payment of fees at least two weeks prior to the date of use is required. Documentation of non-profit status must be provided. Hampton City Schools retains the right to deny applications filed with the principal less than fourteen days before the requested date of the use of property. Non-sufficient returned checks are subject to a \$35.00 fee.

Organizations renting division facilities will be required to carry premises liability insurance for bodily injury limit per occurrence of \$1,000,000, and property damage limit per occurrence of \$50,000 in order to afford some protection for citizens who might be injured on school premises while attending or participating in functions by non-school groups. A certificate of insurance coverage will accompany the application and the Board will be named as an additional insured. Certificates of insurance must be submitted to the Office of Business and Finance on an annual basis.

The contracting party agrees:

1. To maintain, keep and leave the premises or areas, including any property adjacent to the school, in a clean, presentable condition free from weeds, debris or other matter detrimental to the appearance of an educational institution.
2. To not discriminate on the basis of race, color, national origin, sex, disability, age or other protected class in its activities.
3. To maintain proper safety measures and to prevent injury to any person or property as a result of the property use, and to save the City of Hampton and the School Board harmless and free of damages by reason of that use, and to provide insurance by a company licensed to do business in the State of Virginia. The contracting party will provide liability insurance for all personal injury, property damages and claims with regulatory agencies including, but not limited to, the U.S. Department of Education, Office of Civil Rights, resulting from property use.
4. No permanent structure or equipment will be installed or removed, nor will there be placed or taken from the area any material unless the written permission of the Superintendent is obtained.
5. To under no circumstance operate specialized equipment, such as lightening in the auditorium, as it is to be operated solely by the named contact at the school.
6. Should the contracting party not follow all of the above covenants, the Board may cancel the agreement. The decision of the Board is final.

In the event that schools close due to weather all community uses will be cancelled. The building principal reserves the right to deny or terminate an application. Hampton City Schools reserves the right to terminate a contract if a violation of any local, state, or federal law occurs.

I have read and agree to abide by the rules and regulations governing facility use in Hampton City Schools. I agree to be billed for any incidental expenses that are utilized but not listed on this contract. If heating or air conditioning is requested the organization will be required to pay an hourly fee beginning 30 minutes prior to occupancy.

Renter's Signature: _____ Date: _____

Request Approved; no school function has been or will be planned that interferes with this rental request.

Request Denied, Give Explanation: _____

Principal or Designee Signature: _____ Date: _____

Staff members responsible for the event:

Name(s): _____

GCA Designee Signature: _____ Date: _____