



FACILITY USE REQUEST FORM

CULLMAN CHRISTIAN SCHOOL

Cullman, Alabama

Date of request: _____

Name of Group or Organization: _____ shall abide by the stipulations listed below in return for permission to use Cullman Christian School gymnasium on the ____ day of _____, 20____ at _____ (time) for the purpose of :

- ☐ **Team Practice (Gym *only*)** - up to 2 hours
- ☐ **Game (Gym *only*)**- up to 4 hours
- ☐ **Game (Gym + Kitchen + Scoreboards)**- up to 4 hours
- ☐ **Special Event (Stage + Gym auditorium + AV equipment)**- up to 4 hours
- ☐ **Special Event (Stage + Gym auditorium + AV equipment + Kitchen)**- up to 4 hours
- ☐ other _____

The organization or group shall:

1. Provide adequate provisions for supervision of school property;
2. Provide adequate police protection for such activities to safeguard those involved as well as the property of the School;
3. Provide or pay for janitorial services;
4. Provide parking attendants for such activities to insure the parking of cars in designated parking areas,
5. Not permit use of alcoholic beverages (drink, displayed, or served), smoking or vaping on school grounds;
6. Submit a damage deposit of \$200 will be required to Applicant and will be returned to the applicant upon return of keys and leaving of the facility in good condition:
7. Applicant will enforce any and all State Health Dept. requirements on all persons using the facility in place at the time of usage regarding masks, social distancing, infection prevention, etc.
8. Assume all costs exceeding the damage deposit for repairs necessary due to accidental damage, breakage, vandalism or malicious destruction of school properties incurred during the utilization of these facilities;
9. Applicant must enforce the no entry policy to all restricted/off limit areas. These include the playground, stage (unless specifically leased), all classrooms, offices and

lockers. Failure to enforce off limit areas will result in immediate termination of lease, non-renewal of lease and forfeiture of unused rental fees.

10. Close-up:

a. Trash

- i. ALL trash from gym, restrooms, kitchen and parking lot will be bagged and taken out to dumpster.

b. Cleaning

Applicant may perform all of the following themselves or pay \$50 and CCS janitorial staff will do the following:

- i. Bathrooms will be cleaned and sanitized
- ii. Gym floor will be swept and mopped
- iii. Bleachers will be wiped down
- iv. Kitchen, if used, will be clean, sanitized

c. Lights shall be turned off and doors locked on exiting

- 11. With this application, submit the amount of \$_____ which is the initial payment plus security deposit;
- 12. Agree to pay an additional \$ 25 per hour for use of said facilities beyond the stipulated times;
- 13. The applicant agrees to execute all releases of liabilities required by the Board in connection with applicant's use of the premises herein applied for and will complete and signature "Release From Liability to Hold Harmless Form" upon approval of using said building.

Clean-up (chose one)

- ☐ We will clean the facility ourselves
- ☐ Please deduct \$50 from our deposit refund

Applicant Signature: _____ phone number _____

For CCS Internal Use: () Approved () Denied

Fees collected: () deposit () lease () CCS family/faculty/Board 50% discount applied

() key fob returned to CCS, facility in good condition () janitorial fee () additional hours fee, if any, collected

() deposit refunded () deposit used for repairs () additional repair costs billed

Authorized CCS Representative _____ date _____



FACILITY USE HOLD HARMLESS AGREEMENT

CULLMAN CHRISTIAN SCHOOL

Cullman, Alabama

STATE OF ALABAMA CULLMAN COUNTY

RELEASE FROM LIABILITY AND AGREEMENT TO HOLD HARMLESS

KNOW ALL MEN BY THESE PRESENTS, that whereas, _____ the undersigned hereinafter called the Applicant, has filed a written application with Cullman Christian School for permission to use the premises described in said application for the purposes described in said application, which premises are under the control and supervision of said Cullman Christian School; and,

WHEREAS, the Cullman Christian School has granted permission to the Applicant to use said premises solely for the purposes stated in Applicant's application; and,

WHEREAS, the Cullman Christian School, as a condition precedent to the granting of its permission for the use of said premises by the Applicant, requires the execution and delivery by the Applicant to the Board of a Release of Liability and Agreement to Hold Harmless wherein and whereby the Applicant agrees to release and hold harmless the Cullman Christian School, its board members, officers, agents, servants, and employees from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damages or injury, including death, that may be sustained by the Applicant, its officers, agents, servants or employees, invites, patrons, and customers from Applicant's use of said premises.

NOW THEREFORE, in consideration of the premises, and for the further consideration of receiving permission from Cullman Christian School to enter upon and use the premises described in said application which are controlled and supervised by Cullman Christian School, the receipt of such permission being hereby acknowledged, the undersigned Applicant hereby agrees to release and to hold harmless Cullman Christian School, its board members, officers, agents, servants, and employees from any and all liability, claims, damages, actions, and causes of action whatsoever arising out of or related to any loss, damages or injury, including death, that may be sustained by the Applicant, its officers, agents, servants or employees, invites, patrons, and customers from its use of the premises described in Applicant's application.

Name of Applicant _____ acting on behalf of
_____ (*name of Organization*) for CCS facility use on
date(s) _____

Signature of Applicant _____ Date signed: _____



CULLMAN CHRISTIAN SCHOOL

Applicant Copy

CONDITIONS FOR FACILITY USE

The Applicant organization or group shall:

1. General
 - a. Provide adequate provisions for supervision of school property;
 - b. Provide adequate police protection for such activities as required to safeguard those involved as well as the property of the School;
 - c. Provide or pay for janitorial services: Trash must be collected from restrooms, gym, parking lot (and kitchen if included in lease) and taken to dumpster. Additional cleaning of facilities* as described below may be performed by you or may be performed by CCS janitorial staff for \$50 fee (subtracted from deposit). Cleaning required that is extraordinary that is left for CCS may be assessed at an additional cost.
 - d. Provide parking attendants for such activities to insure the parking of cars in designated parking areas,
 - e. Not permit smoking, vaping, or use of alcoholic beverages (drink, displayed, or served) on school grounds;
 - f. Applicant will enforce any and all State Health Dept. requirements on all persons using the facility in place at the time of usage regarding masks, social distancing, infection prevention, etc.
 - g. Parking areas will be cleaned from litter
 - h. All trash cans in gym, restrooms and kitchen shall be emptied and taken to dumpster. Please place new trash bags in each receptacle.
 - i. Lights shall be turned off and doors locked upon exiting
2. Gymnasium
 - a. Gym will be cleaned and furniture, if any, returned to condition it was located upon entering.
 - b. Gym floor will be swept and mopped*
 - c. Bleachers will be wiped down*
 - d. Score boards and controllers may be used with permission only
3. Kitchen facilities/Concessions Area
 - a. May only be used if included in the Applicant request prior to usage
 - b. Trash removed and taken to dumpster
 - c. Countertops, microwaves, sinks must be cleaned and floor mopped*
 - d. Applicant may only use ice maker, sinks and microwaves unless special permission for other appliances has been specifically granted.

- e. Applicant may not use or serve School's plates, cups, napkins, plasticware, condiments, food or drinks
- 4. Restrooms
 - a. Trash must be removed from waste bins
 - b. Sinks, toilets and floors must be cleaned and sanitized*
- 5. No Access Areas
 - a. Applicant will notify its guests and attendees and enforce that the following locations are strictly OFF LIMITS, except with special written permission:
 - i. Stage area and audiovisual equipment
 - ii. Offices and reception desk
 - iii. Classrooms
 - iv. Outdoor Playground
 - v. Lockers and storage closets
 - b. Failure to enforce off limit areas will result in immediate termination of lease, non-renewal of lease and forfeiture of unused rental fees.
- 6. Deposit
 - a. A deposit of \$200 will be required but will be returned to the applicant upon return of keys and the facility in good condition at the end of usage. The deposit can be picked up from the School office during school hours the following business day.
 - b. The damage deposit will be prorated for janitorial services* which are required due to Applicant not returning the facility in the condition listed above or for repairs required.
 - c. Applicant will assume all costs exceeding the damage deposit for repairs necessary due to accidental damage, breakage, vandalism or malicious destruction of school properties incurred during the utilization of these facilities;

Fee Schedule

Deposit \$200

Team Practice (Gym *only*)- up to 2 hours = \$35

Game (Gym *only*)- up to 4 hours= \$400

Game (Gym + kitchen + scoreboards)- up to 4 hours= \$500

Special Event (Stage + Gym auditorium + AV equipment)- up to 4 hours= \$350

Special Event (Stage + Gym auditorium + AV equipment + kitchen)- up to 4 hours= \$400

Events exceeding 4 hours- add \$25 per hour