

# APPENDIX

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### CLAY COMMUNITY SCHOOLS BUILDING USE APPLICATION AND FEE SCHEDULE

BUILDING USE APPLICATION

Name of Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Building and Facility Desired \_\_\_\_\_

Date and Time Desired \_\_\_\_\_

Planned Use of Facility \_\_\_\_\_

Equipment Required \_\_\_\_\_

How many adults will be involved? \_\_\_\_\_ How many children? \_\_\_\_\_

If money making or fund raising: Price of Admission \_\_\_\_\_

Number of Adults Expected \_\_\_\_\_

Number of Children Expected \_\_\_\_\_

Name of Insurance Carrier \_\_\_\_\_

Amount of Insurance \_\_\_\_\_ Certificate of Liability \_\_\_\_\_

\_\_\_\_\_  
Legally Responsible applicant

Principal Approval \_\_\_\_\_

Signature

Buildings and Grounds Director Approval \_\_\_\_\_

Signature

Damage Deposit (To Be Determined by Buildings and Grounds Director) \_\_\_\_\_

Amount of Building Use Fee Required \_\_\_\_\_

**Clay Community Schools**  
**Facilities Use Charges**  
**Fee Schedule**

	<b>Unit</b>	<b>Rate</b>
Refundable Deposit	N/A	\$100.00
<b>Rental Fees</b>		
Auditorium/Gymnasium – First Hour	Hour	\$75.00
Auditorium/Gymnasium – Additional Hours	Hour	\$25.00
Outside Facilities – Days	Day	\$30.00
<b>Personal Services Fees</b>		
Supervisor – Non Tech	Hour	\$10.00
Supervisor – Tech	Hour	\$25.00
Custodial Fee	Hour	\$22.00
Cafeteria Fee	Hour	\$19.00
Security Fee (if needed)	Hour	\$20.00
Student Workers	Hour	\$8.00
Central Office Board Room	Day	\$100.00*

\*This is an all-inclusive fee and no other charges will apply to Board Room Rental