GREENVILLE PUBLIC SCHOOLS
Building Use/Rental Form
Directions: PRINT NEATLY & USE BLACK OR BLUE PEN. THIS FORM IS DUE AT LEAST 10 DAYS PRIOR TO THE EVENT DATE

Building / Facility
□ High School
□ Baldwin Heights Elem.
□ Lincoln Heights Elem.
□ Central Services Facility
□ Middle School
□ Cedar Crest Elem.
□ Walnut Hills Elem.
□ Other: ____________
□ High School
□ Baldwin Heights Elem.
□ Lincoln Heights Elem.
□ Central Services Facility
□ Middle School
□ Cedar Crest Elem.
□ Walnut Hills Elem.
□ Other: ____________

Room / Location (Check ALL that apply)
□ GHS Auditorium*
□ Cafeteria
□ Kitchen*
□ Media Center
□ Main Lobby (GHS)
□ Classroom(s):
□ GHS LGI (Room 304)
□ GHS North Gymnasium*
□ GHS A.F. Allinder Gymnasium*
□ GHS Weight Room*
□ Locker Room(s) Boys / Girls*
□ CSF Community Room A____ B____
□ CSF Conference Room A____ B____ C____
□ Tech Lab

Event Scheduling Information
Day: Sun Mon Tue Wed Thr Fri Sat
Dates: ______ - ______ - ______ ,    _____ - ______ - ______
________ - ______ - ______ ,    _____ - ______ - ______
Event Hours: ________ am / pm to _______ am / pm
Time doors are to be opened: _______ am / pm
Expected attendance: ____________

Contact Person Information
Event Name: ___________________________________________
Event Description: _______________________________________
Printed Name of Person Responsible: _______________________
Address: ______________________________________________
City/Zip:  ______________________________________________
Telephone: ____________________________________________

Set Up & Equipment Requirements
□ Heat / Air Conditioning
□ Microphone
□ Parking Lot lights
□ Podium / Lectern
□ VCR / TV
□ Projection Screen
□ Overhead Projector
□ Video Projector
□ Folding table(s) Quantity: ________
□ Chairs Quantity: ________
□ Bleachers (Pulled out) Other:

Important: Attach any specific needs or requests for preparing the area(s). Include any drawings of layouts on the reverse side of this form.

The above individual/organization agrees to the following regulations: It is explicitly understood that the sponsoring organization has full responsibility for the care of the area(s) used, and will leave the facility in a clean condition, with equipment in place. It is further understood the sponsoring organization/individual assumes the responsibility for the actions and any damage to the facility and/or guests; and that Greenville Public Schools is held harmless any liability involving the above usage/rental.

1. Greenville Public Schools activities have priority use of all school facilities. Conflicts may cause your event to be canceled/rescheduled.
2. Prior administrative approval is needed before facilities can be used for moneymaking activities.
3. If school is canceled due to inclement weather, activities will most likely be canceled.
4. A deposit may be required
5. Alcoholic beverages and tobacco products are prohibited on school property.

Signature of person applying and responsible Date

*Signatures needed from the following supervisors confirming availability of area(s):

__________________________       __________________________      __________________________      __________________________
Building Administrator Auditorium Manager Athletic Director Food Service Director

For School Use Only
Administrator: Building Use □ Approved □ HVAC notification □ Custodian Required □ Kitchen Staff Required

Costs if applicable:

<table>
<thead>
<tr>
<th>Building Fee</th>
<th>Custodial Fee</th>
<th>Kitchen Fee</th>
<th>Security Fee</th>
<th>Technical Fees</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Signature of CFO: ______________________ Date: ____________

For CSF Use Only:
Copies to:  Building ___ Requester ___ Accounting (only if charges) ___ Operations ___ Food/Nutrition Director ___