

**Fayette County School District**

**Facilities Rental Agreement Pre-Approval Form 2023-2024**

***School Activity/Booster Club Fundraiser***

(All Fundraisers must attach a copy of the Approved Fundraising Application)

**Date:**

**Name of Organization or Group Requesting Use of Facilities:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact(s) |  | | | | |
|  |  | | | | |
| **Address** |  | | | | |
| **City/State/Zip** |  | | | | |
| **E-Mail** |  | | | | |
| Phone Number | | |  | Additional Number | |  | |
| **School Requested** | | |  | Area Requested | |  | |
| **Purpose of Event** | | |  | | Approx. # of People |  | |
| **Dates Requested** | | |  | **Arrival Time** | | **Ending Time** | |
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| **Dates Requested** | | |  | **Arrival Time** | | **Ending Time** | |

**Is facility available on date/time requested? Custodian available?**

**Personnel required: Custodian Equipment required (specify):**

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**Kitchen Worker**

**Auditorium Tech**

**Other (specify)**

Note: You may connect to fcboe\_guest Wi-Fi however this is a publicly funded school internet network and no changes or site unblocking will be done to accommodate access. Please do not ask.

Insurance requirements: To rent any of the Fayette County School District facilities you will need to provide a current certificate of insurance with minimum limits of $1,000,000 for general liability per occurrence and a $5,000 medical paymentendorsement. Fayette County School District must be listed as the “additional insured” on the certificate. The address is:

205 LaFayette Avenue, Fayetteville, GA 30214.

**I have reviewed the School Facilities Rental Agreement Pre-Approval Form and the dates/times requested are available.**

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| **Signature of School Principal** | **Date** |