## REQUEST FOR USE OF
WILLIAMSON COUNTY SCHOOLS & FACILITIES
BY COMMUNITY ORGANIZATIONS

### Notes:
- Mailing Address: City Zip
- Cell E-Mail

### BUILDING USAGE
- **PLEASE FILL THIS FORM OUT IN ITS ENTIRETY**
- **FEE SCHEDULE - If applicable**

#### Area(s) Needed
- Classroom(s)
- Auditorium
- Gymnasium
- Auxiliary Gym (High Schools Only)
- Gym for Jr. Sports Groups Only
- Multi-Purpose
- Cafeteria
- Stadium and/or Track

#### Supervision - Required
- Building Supervision
- Name of Supervisor
- Custodial Services

#### Food Service Usage
- Kitchen/Equipment to be Used

### MAKE PAYMENT TO: WILLIAMSON COUNTY SCHOOLS, 1320 West Main Street, Suite 202, Franklin, TN 37064
- No funds shall be paid individually to any employee or individual school for use of facilities.
- Hold Harmless Clause on page 2 must be completed. See page 2 for policy and procedures.

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**Note 1:** When multiple rooms are used, supervision is calculated on one room. Custodial service based on actual time for cleaning as needed and determined by

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REQUEST FOR USE OF WILLIAMSON COUNTY SCHOOLS & FACILITIES

All organizations requesting use of Williamson County School Facilities shall ATTACH a Certificate of Insurance with the Request for Facilities Use form. The Policy must name Williamson County Board of Education as additionally insured for no less than ONE MILLION DOLLARS ($1,000,000.00) for the duration of the organization's use of the facility. PLEASE MARK "PUBLIC SCHOOL USE" ON THE CERTIFICATE along with "No Participant is Excluded".

AGREEMENT

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy rules and regulations of the WCS Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Williamson County Board of Education. I/We understand that no contract shall extend beyond June 30th of the current fiscal year.

I/We agree to indemnify and hold harmless the WILLIAMSON COUNTY BOARD OF EDUCATION from:

(A) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole from the organization's use of the facility described above; and,

(B) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents, to observe applicable laws.

I/We further acknowledge that the Williamson County Government does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

I/We acknowledge that all estimated fees for use of Williamson County School Facilities shall be paid in advance of use.

I/We understand that building supervision, custodial services, cafeteria worker and cafeteria manager fee will be charged as needed for building supervision, clean up, and use of kitchen facilities. I/We agree to pay the amount(s) billed after use of the facility.

Authorized Signature

Date

Name: (Please Print)

Williamson County School System

c/o Facilities and Construction Department

1320 West Main Street, Suite 202

Franklin, TN 37064

PAYMENTS SHALL ONLY BE MADE TO:

FORWARD COMPLETED REQUEST TO: SCHOOL PRINCIPAL

Facilities & Construction Department - Lenny Ramirez

615-472-4043

QUESTIONS?

Upon acceptance by the WCS Facilities & Construction Department, an approved copy of this Request will be returned to School Administration.

PRINCIPAL SIGNATURE - Facility is available during time and dates requested

*This does not constitute final approval which resides with Facilities Dept/Central Office*

Date

Central Office - Event falls within policy guidelines

Date

Request Returned to Organization: Mail Fax

Request Returned to School: Mail Fax

By:

Date

Central Office - Insurance is sufficient for use

Date

Contingencies (if any):