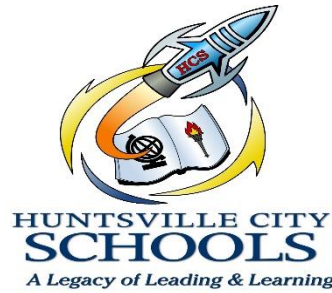


**Christie Finley
Superintendent**



BOARD OF EDUCATION

Beth Wilder, President – District 2
Michelle Watkins, V. President – District 1
Carlos Mathews - District 5
Elisa Ferrell - District 3
Walker McGinnis - District 4

Huntsville City Schools – Facilities Use Request

Terms of Use – Effective Date: 8/1/2019

Schools and other Board owned or controlled facilities may be made available for use by community organizations if: 1) a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Superintendent, 2) the use does not disrupt normal school operations, 3) the use is consistent with the purpose and mission of the school system, 4) the use is non-partisan in nature, 5) the request for use is submitted no later than 21 days prior to the requested date of use, 6) the requester provides proof of liability insurance, injury and property damage insurance with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000.

HCS employees shall be responsible for unlocking, locking, operating lights, accounting for all HCS equipment and supervising the facility while in use by the requestor. Requestors will be invoiced for facility rental and personnel charges when applicable. (Please refer to the HCS Facility Use Fee Schedule in the Documents Section) All charges must be paid at least 7 days prior to the requested date of use. Cancellations of approved requests should be sent to the Facility Use Coordinator at least 24 hours prior to the requested date. Huntsville City Schools reserves the right to deny requested use of cancel any agreement by giving reasonable notice to the requester. Failure to comply with the terms of use will result in a denial of use of HCS facilities.

Requests shall be made using the HCS online application. You are invited to visit our facilities use community use request/calendar at the following link:

<http://www.communityuse.com/default.asp?acctnum=1671094272>

Post Office Box 1256 ♦ Huntsville, Alabama 35807-4801

(256) 428-6800

www.huntsvillecityschools.org

AN EQUAL OPPORTUNITY EMPLOYER



HUNTSVILLE CITY
SCHOOLS
A Legacy of Leading & Learning