

REQUEST FOR USE OF CHEATHAM COUNTY SCHOOLS & FACILITIES BY COMMUNITY ORGANIZATIONS

Central Office Use

Date Rec'd _____

Invoiced _____

Paid _____

Request Emailed to school _____

School to be Used: Ashland City Elementary School 1

Purpose of Use: Parade Line Up Expected Attendance 100

Organization Name: Town of Ashland City

Request Made By: Gayle Bowman Title in Organization Finance Director

Mailing Address: 233 TN Waltz Pkwy Suite 103 City Ashland City Zip 37015

Cell Number: 615-934-4094 E-Mail gbowman@ashlandcitytn.gov

BUILDING USAGE - FILL THIS FORM OUT IN ITS ENTIRETY - MUST BE SUBMITTED 2 WKS PRIOR TO EVENT

Date & Days of Use Saturday, December 2, 2023 S M T W TH F ST

Reoccurring Use _____ S M T W TH F ST

Weekly on: N/A

Reoccurring Use _____ 1st 2nd 3rd 4th 5th S M T W TH F ST

Monthly on: N/A

Starting Date December 2, 2023 Ending Date December 2, 2023

Starting Time 9:00 X AM PM Ending Time 9:00 AM X PM

FEE SCHEDULE - If applicable

DO NOT LEAVE BLANK

Area(s) Needed

Classroom(s) **Room #s** _____ \$15 / hour per room \$ _____

Limited classroom use per board policy

Auditorium \$40 / hour \$ _____

Stage Light Y N \$40 / hour plus \$25 / hour personnel

Sound System Y N One fee for either or both fee (plus taxes) \$ _____

Gymnasium \$40 / hour \$ _____

Auxiliary Gym (High Schools Only) \$30 / hour \$ _____

Gym for Jr. Sports Groups Only \$20 / hour \$ _____

Cafeteria \$20 / hour \$ _____

Stadium/Track/or other Game Field \$40 / hour \$ _____

Campus (Outside Building, Parking Lot) \$20 / hour \$ _____

Supervision - Required

Building Supervision *See Note 1* \$25 / hour (plus taxes) \$ _____

Name of Supervisor _____ ☐ Check if supervisor is waiving fees.

Custodial Services **Check here if needed** ☐

**Custodial service based on actual time j cleaning as needed and determined by contractor* \$ _____

Food Service Usage (Hourly fee will be charged for Food Service Personnel \$ _____

Kitchen/Equipment to be Used who must be present if kitchen is opened.) \$ _____

Special Instructions: _____ TOTAL ESTIMATED FEE \$ _____

Note 1:

When multiple rooms are used, supervision is calculated on one room. Supervision for outside as required

MAKE PAYMENT TO: CHEATHAM COUNTY SCHOOLS, 102 Elizabeth Street Ashland City, TN 37015

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.

REQUEST FOR USE OF CHEATHAM COUNTY SCHOOLS & FACILITIES

All organizations requesting use of Cheatham County School Facilities shall ATTACH a Certificate of Insurance with the Request for Facilities Use form. The Policy must name Cheatham 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 Cheatham County Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the Cheatham 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 CHEATHAM 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 Cheatham 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 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. *Please do not alter the verbiage on this form in any way*

Authorized Signature

Date

Name: **(Please Print)**

PAYMENTS SHALL ONLY BE MADE TO:

Cheatham County School System
c/o Finance Department
102 Elizabeth Street
Ashland City, TN 37015

FORWARD COMPLETED REQUEST TO:

SCHOOL PRINCIPAL

QUESTIONS?

Maintenance/Transportation Department - Jeff Hobbs
615-792-5664 jeff.hobbs@ccstn.org

Upon acceptance by the CCBOE Maintenance/Finance 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 Maintenance & Transportation/Central Office

***Note to Principal:** Do you feel there is a need for a law enforcement officer to be present for this event? Yes No

If yes, please explain:

Central Office/Finance Department - Event falls within policy guidelines and insurance sufficient for use. ☐

Date



Town of Ashland City

P. O. Box 36 233 Tenn Waltz Pkwy Ste 103
Ashland City, Tennessee 37015
Phone 615-792-4211 Fax: 615-792-3501

October 10, 2023

To Whom It May Be Concerned,

We would like to ask for a waiver of the \$20/hour fee. The ACES parking lot will be used for the parade line up of floats and trucks carrying Cheatham County School students.

We have many football players, basketball players, cheerleaders and other school-aged groups who participate in the parade. We are looking for ways to keep our children safe.

Shhh.... Santa will be up the road at a church to waive to the students as they make their way to the Bypass to join in the parade line up. No one misses an opportunity to see Santa.

ACES will be the drop off site before parade from 3 pm to 4:30 pm and then the pickup site for after parade around 6:30 pm.

If you have any questions, please contact me at 615-792-4211.

Respectfully,

Gayle Bowman, CMFO
Financial Director
Town of Ashland City
gbowman@ashlandcitytn.gov