

**Jackson County Community Schools  
Facility use Application**

School \_\_\_\_\_ Date of Application \_\_\_\_\_ Date request received by school designee \_\_\_\_\_

Areas of school facility requested \_\_\_\_\_ Equipment requested \_\_\_\_\_

Type of activity \_\_\_\_\_

Organization responsible \_\_\_\_\_ Profit \_\_\_\_\_ Non Profit \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Person responsible \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dates(s) of use \_\_\_\_\_ Hours of use \_\_\_\_\_

Estimated number of participants \_\_\_\_\_ Adults \_\_\_\_\_ Minors \_\_\_\_\_

Fees to be charged for use of facility	Cost _____	Yes _____	No _____
Custodial school personnel required	Cost _____	Yes _____	No _____
Cafeteria school personnel required	Cost _____	Yes _____	No _____
Security (cost configured by the Sheriffs' Department)		Yes _____	No _____
Key deposit required	Cost _____	Yes _____	No _____

Special agreements \_\_\_\_\_

**With the signing of this application the user will adhere to the policy guidelines and procedures for community use of school facilities and understand:**

- The school system and/or Principal reserves the right to determine availability of facilities for community use.
- The user will be responsible for and agree to pay for damages done to the property of the Jackson County Board of Education exclusive of ordinary wear and tear. This is the actual cost of the total repair and/or replacement.
- The user hereby agrees and undertakes to save and hold harmless the Jackson County Board of Education from and all claims for damages to person or property that may arise out of the use of the facility and equipment, without regard to whether the damage, personal or otherwise is brought about or caused by the negligence of the applicant, the Jackson County Board of Education, or any other person, organization, firm, or corporation.
- Attach copy of liability insurance declaration page or certificate if insurance showing the following: the name of the insurance company, name of insured, policy number, effective date and expiration date, liability limits-minimum \$1,000,000.00.
- This form must be completed every year (July 1 – June 30) with updated insurance.
- Visitors using tobacco products will be asked to refrain while on school property or leave the premises. (Policy 5026/7250; Legal References: G.S. 14-313;115C-47(18),-407)

*It is your organization's responsible to determine whether or not the organization is exempt from collecting and remitting to the North Carolina Department of Revenue sales tax on admissions charges to entertainment events pursuant to N.C.G.S. § 105-164.4(a)(10). In the event that your organization is not exempt, your organization is required to charge and remit the collected sales tax directly to the North Carolina Department of Revenue in accordance with the applicable sales tax rate. Your organization hereby agrees to indemnify and hold harmless the Jackson County Board of Education and its members, officers, employees, agents and attorneys from any fines, damages, causes of actions, suits, claims and fees (including attorneys' fees) associated with the collection and remittance of sale tax on admission charges associated with your event, rental and/or activity.*

\_\_\_\_\_/\_\_\_\_\_  
Applicant (Signature) Date Signed Date received in Central Office

Approved by Principal \_\_\_\_\_ Not approved by Principal \_\_\_\_\_

_____ School Principal (Signature)	_____ Date Approved	_____ Deputy Superintendent	_____ Date Approved
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Revised on Aug. 01, 2021

**Jackson County School System  
398 Hospital Road  
Sylva, NC 28779  
828-586-2311**

**Facility Use**

	<u>Fee Per Day/Per Use For Non-Profit, Parent/ Student Youth Groups</u>	<u>Fee Per Day/Per Use For All Other Groups</u>
Auditorium/Gymnasium	None	\$300
Cafeteria	None	\$120
Kitchen	None	\$300
Multi-Purpose	None	\$150
Baseball/Softball	None	\$75
Football Field at Night	None	\$600
Outdoor Area	None	\$75
Gymnasium	None	\$600

	<u>Fee Per Hour</u>	<u>Fee Per Hour</u>
Custodial	\$35	\$35
Cafeteria Personnel	\$35	\$35
Key Deposit for all Groups	\$50	\$50

\*Per day charge includes any part of a day.

\*\*Key deposit will be waived for Jackson County Recreation and Parks Department.