

**DARLINGTON COUNTY SCHOOL DISTRICT
REGULATIONS/RULES GOVERNING USE OF FACILITIES REQUEST**

The following criteria are required when reserving school facilities:

1. A use of facilities form shall be completed, submitted and approved a minimum of two weeks prior to the requested date of services or use. The principal where the event is held will make the initial approval. Please return completed request form to him/her.
2. School functions have priority over any outside request for use of school facilities.
3. The facilities can not be used for wedding receptions, family reunions or birthday parties. Facilities cannot be reserved by an individual for personal use.
4. No alcohol sold/served or consumed on the premises.
5. An advance notice of two weeks is required for meals for all community/civic/adult food program requests. Guarantees for the meal number can be changed up to 48 hours prior to approved function. A minimum guarantee of 100 will be billed. Meal charges shall be determined by the number of guaranteed meals or actual number of meals served, whichever is greater. Banquets for non-school activities will not be scheduled on weeknights during the school year.
 - A. Prices for meals are based on the following:

Meal	\$ 10.00 plus sales tax (see menu choices for specific information)
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 - B. School facility charges are for 4 hours. Each additional hour is at the rate of \$120/hr including custodian.

Banquet Cafeteria (without kitchen use)	\$256.00
Banquet Cafeteria (with kitchen use)	\$348.00
Gym	\$300.00
Stadium	\$391.00
Auditorium	\$300.00
Media Center	\$277.00
Classroom	\$ 51.00 per classroom per day
Educational Services Provider (\$75.00 one time set up charge)	
6. All community/civic/adult food program bills shall be reconciled within 30 days of the invoice date. Charges are due upon receipt of invoice.
7. All food requested through the community/civic/adult food program must be consumed on the premises of the preparation site. No food can be taken from the premises.
8. The school district reserves the right to refuse requests for Saturdays, Sundays, school holidays or any day that school lunch is not served. The school district also reserves the right to refuse service to any organization or group with outstanding bills.
9. A school food service employee must be present to supervise the kitchen operation of all community/civic/adult food program functions. If the kitchen is unlocked, a food services employee must be on duty.
10. No requests for organizational lunches or school catering will be honored during school hours.
11. All finalized menus will be approved through the School Food Services District Director or the Manager where the event is held either in writing or by phone.
12. Any problems experienced utilizing banquet privileges should be reported to the School Food Services District Office (398-2315) or Operations (398-2311).
13. In the event the request for use of facilities is cancelled, it is the responsibility of the party requesting the facility to notify the District Designee (398-2311) or (398-2315).
14. Organizations are asked to exit the building on school evenings by 10:00 p.m. and by 11:00 p.m. on the weekend.
15. All food functions will be catered by the school food service staff. No outside caterers or carry-in meals will be allowed. Banquet facilities are available only at Lamar High School, Hartsville High School and Darlington High School.

**DARLINGTON COUNTY SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**

DATE: _____

Please complete the application and forward to the principal of the school a minimum of two (2) weeks prior to the proposed engagement. The rules and regulations regarding the use of the requested facility should be discussed prior to completing the application. The application is not approved until a confirmation is received from the school district in writing.

School/Facility Requested: _____

Date Requested: _____ Time of Use: _____

Name of Organization: _____

Name of Contact Person: _____

Billing Address: _____

Telephone: Home: _____ Office: _____

Type of Program: _____

Proceeds to be used for: _____

Specify special arrangements needed: _____

Admission will _____ be charged.
will not _____

Check facility requested:

- _____ Classroom
- _____ Gym
- _____ Auditorium
- _____ Media Center
- _____ Other (Specify) _____
- _____ Cafeteria (seating area only)*
- _____ Cafeteria (meal served)

*NO ACCESS to kitchen area. NO USE of kitchen equipment, serving line, carts, utensils, etc.

I agree to personally assume the responsibility for all charges, liability and to insure enforcement of all regulations governing the care of school facilities (see reverse side). I understand that I will be billed for my organizations use of the facility.

Signature of Applicant

Approved Disapproved _____ _____
Principal Date

Approved Disapproved _____ _____
School Lunch Director Date

Approved Disapproved _____ _____
Superintendent's Designee Date

Charges (see schedule on back)

(Revised Edition 11-17-09)