

# NORCROSS Cluster School FACILITY USE FORM

RETURN THIS FORM TO THE COMMUNITY SCHOOL DIRECTORS

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770-447-2651 Fax-770-453-2001

Name of Activity \_\_\_\_\_  
Date(s) of Usage \_\_\_\_\_ Day(s) of Week \_\_\_\_\_  
Facility to be Used: \_\_\_\_\_ Number of Participants \_\_\_\_\_  
Norcross High \_\_\_\_, Paul Duke STEM \_\_\_\_, Pinckneyville Middle \_\_\_\_, Summerour Middle \_\_\_\_,  
Beaver Ridge Elem \_\_\_\_, Norcross Elem \_\_\_\_, Peachtree Elem \_\_\_\_, Simpson Elem. \_\_\_\_,  
Stripling Elem. \_\_\_\_, Baldwin Elem. \_\_\_\_, Give West \_\_\_\_\_  
Organization using Facility \_\_\_\_\_  
Person Responsible: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_  
Time (include set-up, clean-up, and am/pm): **Beginning** \_\_\_\_\_ **Ending:** \_\_\_\_\_  
Will this activity involve food preparation or distribution? \_\_\_\_\_  
(Custodial help is required when food is being served and/or at the discretion of the Facilities Team)  
Describe furniture set-up needed and attach map if possible: \_\_\_\_\_

(If the facility is to be changed in any way, we must be advised beforehand. Requests must be made in advance and in writing, preferably at least 10 school days prior to date of use. Otherwise, we regretfully will not be able to accommodate your needs.)

<u>Additional Equipment Available</u>	<u>Cost to rent (non-school functions)</u>
_____ Theater Stage/Specialty Lighting	\$25 per hr (Lights Fee) (plus technicians \$40 per hour)

This equipment must be requested on this form in advance of the reservation. We regretfully will not be able to provide this equipment without this form. Technician schedule is based on availability.

**Custodial Fees: \$35.00 per hour, Site Manager: \$35.00 per hour, Security: \$55.00 per hour**  
For the security of the facilities, arrangements must be made with the community school director to hire the appropriate staff to open, clean and secure the building (s). **There is a minimum charge of \$140, for this service with special events or on Friday, Saturday, Sunday, and school holidays. School groups will be charged for special events based on services required. Custodial supplies fees will be determined based on the total number of dates.**

**NO FOOD OR BEVERAGES ARE ALLOWED IN ANY AREAS EXCEPT THE COMMONS AREA and/or FAMILY CONSUMER SCIENCE ROOM. THE KITCHEN IS NOT AVAILABLE FOR USE unless an approved SFS employee(s) are present for the event.**

**Requirements for facility use:**

- (1) event cannot conflict with school functions.
- (3) non-school functions must have a signed contract, security deposit and certificate of liability insurance
- (4) Gwinnett County Public School System is a tobacco and alcohol-free facility

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I understand that I am responsible for any furniture or equipment that I use as well as any custodial services and supplies that are incurred by my use of the Norcross High School facility or any facilities in the Norcross Cluster.

**Signature** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

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