



Oscar Brown
Operations Supervisor
Office Phone (901) 873-5680

To: Outside Organizations Requesting Use of Millington Municipal Schools Facilities

From: Operations Department
5020 Second Avenue
Millington, TN 38053

RE: **2017-2018 Requirements for Use of Millington Municipal Schools Facilities**

The Millington Municipal Schools Board of Education recognizes that public schools are public property and should be used for activities which will enhance the cultural, educational and recreational opportunities in the community. **As protection against undue liability, insurance requirements must be met by outside organizations using public schools. Requests for use of school property shall be made in writing at least 30 days prior to the proposed date of your event. No pets are allowed when renting any MMSD facility.** Additional information is needed to comply with these requirements before we can act on your request. Please provide the following:

- _____ Request Form - Please be sure you have the current years form - signed by the requestor
- _____ Hold Harmless Agreement - You must provide a signed copy with each request; not applicable to Government entities.
- _____ Copy of Certificate of Insurance (name on insurance must match name of organization on request form).
- _____ Internal Revenue Status Letter indicating your status. For-profit entities are not allowed to reserve space in a Millington Municipal Schools facility.

All organizations, with the exception of school or City of Millington affiliated organizations, who are requesting the use of Millington Municipal Schools facilities shall file a Certificate of Insurance. **The policy must name Millington Municipal Schools and the City of Millington, TN as additional insured** for no less than One Million Dollars (\$1,000,000) for the duration of the organization's use of the facility. **Please mark "PUBLIC SCHOOL USE" on the certificate.** A photocopy of the certificate of insurance must be attached to the Request for Use of Millington Municipal Schools Facilities form.

Return the request form, the signed hold harmless agreement, and the certificate of insurance directly to the school you are requesting to use for initial processing. All communication will be done via email if additional information is required.

Once you have received your approval, you will be asked to submit your rental deposit to the facility coordinator. Please make checks out to Millington Municipal Schools. Invoices for recurring events are due every 30 days and failure to pay will subject group to be prohibited from further use of the premises and invoices turned over to a Collection Agency for payments.

If you have any additional questions, feel free to contact: **Operations Supervisor, Millington Municipal Schools, 5020 Second Avenue, Millington, TN 38053.**



MILLINGTON MUNICIPAL SCHOOLS

FACILITY REQUEST FORM

2017-2018 School Year

PHONE (901) 873-5680 FAX (901) 873-5699

Name of Organization _____ Purpose _____

School Requested _____

Contact Name _____ Phone _____ Fax _____

Billing Address _____

City _____ State _____ Zip _____

Email Address _____ Alternate Phone _____

Requested Facility: Please check appropriate box.

<input type="checkbox"/> Large Gym \$50/hr.	<input type="checkbox"/> H.S. Cafe. \$30/hr.	<input type="checkbox"/> Conf. Rm. \$10/hr.	<input type="checkbox"/> If you are requesting equipment for your event, please check here and attach a complete listing of needed items to this form.
<input type="checkbox"/> Football Field \$50/hr.	<input type="checkbox"/> M.S. Cafe. \$20/hr.	<input type="checkbox"/> Outdoor Area (non-football): \$50/hr.	
<input type="checkbox"/> Auditorium \$50/hr.	<input type="checkbox"/> Elem. Cafe. \$20/hr.	<input type="checkbox"/> Classroom(s) \$10/hr. # _____ of rooms	
<input type="checkbox"/> Track \$50/hr.	<input type="checkbox"/> Library \$20/hr.	<input type="checkbox"/> Miles Park Ball Field \$50/hr.	

One hour minimum on all rentals. Maximum daily rental fee based on a four-hour rental. Rental rates shown above apply to a single usage. For recurring usage rentals within a fiscal year (July 1 – June 30), the following rates shall apply: 2-4 usages, 75% of the above hourly rates per usage; 5 -10 usages within a fiscal year, 50% of the above rates per usage; more than 10 usages within a fiscal year, 25% of the above rates per usage. **If your event includes multiple dates, you must attach a complete listing of your proposed dates to this form.** Trojan Youth Sports Association will be allowed to use the track facility Monday through Friday at no charge. **All requests for MMSD facility usage are subject to availability.**

Date of Event

Beginning Time

Ending Time

A school system employee must be present for the entire time of facility use during paid rentals. (\$30.00/hr.)

Assigned facility coordinator _____

Assigned employee _____

A \$100.00 refundable damage deposit is required once approved.

School and organization representative will conduct a joint inspection of the facility before and after use.

Will Cafeteria be used? Yes No Will kitchen/equipment be used? Yes No

Will Cafeteria worker be needed? Yes No

Please Note: If kitchen use is requested, the cafeteria manager must be hired at \$30.00 per hour *****

By signing below, I agree that I have read, understand, and will abide by Millington Municipal Schools Facility Use Policy and Procedures.

I also understand that a \$17.00/hour fee is charged for custodial services outside normal hours and \$30.00/hour fee for use of a cafeteria staff.

Signature of Requestor _____ Date _____

Signature of Cafeteria Manager _____ Date _____

(ONLY if kitchen/equipment is being used).

Principal Approved _____ Denied _____ Date _____

For initial approval, please take completed request form, insurance document, and hold harmless agreement to the school.

Do NOT deliver directly to Facility Use Office. The request must be entered at the school first before any processing will take place.

OFFICE USE ONLY

Approved by Operations _____ Denied: _____ Sch. Rep. fee @ \$30.00/hr. _____

COI: _____ Hold Harmless: _____ Deposit Amount: _____

Custodial @ \$17.00/hr. \$ _____ Cafeteria Staff @ \$30.00/hr. \$ _____

Total Charges \$ _____ One Time Recurring School or City of Millington affiliated

NOTE: Final Approval from the Office of Building and Facility Use is REQUIRED prior to use of any facility. Please allow 14 days for processing.

If you wish to make a donation to a school, please submit a donation form. Donations are **not accepted** in lieu of facility use payments.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____
Name of Contractor

(hereinafter Contractor), and Millington Municipal Schools named in this bid. Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Millington Municipal Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless Millington Municipal Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Millington Municipal Schools, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Millington Municipal Schools.

(Name of Contractor) _____

BY: _____

TITLE: _____

State of Tennessee
County of Shelby

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of _____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____