

# PARKVIEW HIGH SCHOOL

## FACILITY USE AND ACTIVITY CALENDAR FORM

(RETURN THIS FORM TO THE COMMUNITY SCHOOL DIRECTOR)

Name of Activity \_\_\_\_\_  
 Date(s) of Usage \_\_\_\_\_ Day(s) of Week \_\_\_\_\_  
 Event Times: Start \_\_\_\_\_ (am/pm) End \_\_\_\_\_ (am/pm)  
 Use Times: Start \_\_\_\_\_ (am/pm) End \_\_\_\_\_ (am/pm) (Includes set-up and clean-up)  
 Number of Attendees \_\_\_\_\_ Facility(s) to be used \_\_\_\_\_  
 Organization using the Facility \_\_\_\_\_  
 Food distribution involved? \_\_\_\_\_ (usually requires custodial services)  
 Custodial assistance required? \_\_\_\_\_ Describe \_\_\_\_\_  
 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. We will not be able to accommodate last minute changes. 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.)

\*\*\*\*\*

I understand that I am responsible for any furniture or equipment that I use as well as any custodial services that are incurred by my use of the Parkview High School facility.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

\*\*\*\*\*

**Custodial Fees:** \$35.00 per hour (minimum of 4 hours on non-school days)  
 Custodial fees will be charged to any organization using PHS facilities after community school hours which, during the regular school year, are 2:00 to 9:00 PM, Monday - Thursday. For the security of the facilities, arrangements must be made with the community school director to have a custodian open, clean, and secure the building(s). **There is a minimum charge of \$140 assessed to any organization, even PHS groups, for this service on Saturday, Sunday, and school holidays. To pay for custodial services, make the check payable to Parkview High School and submit the check to the Community School Director.** Outside groups renting space on Fridays must also pay the minimum custodial charge.

Additional Equipment Available	Cost to rent (non-school functions)
_____ Cafeteria Sound System	\$10 per day
_____ Cafeteria LCD Projection System	\$10 per day
_____ Classroom LCD Projection System	\$10 per day
_____ Theater Sound System	\$10 per day
_____ Theater Stage Lighting System	\$5 per hour
_____ Theater LCD Projection System	\$10 per day

This equipment must be requested on this form in advance of the reservation.  
 \*\*\*\*\*

- Requirements for facility use by non-school groups:**
- (1) Must be a Gwinnett County resident.
  - (2) Event cannot conflict with school functions.
  - (3) Non-school functions must have a signed contract and appropriate insurance.
- \*\*\*\*\*

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved with modifications \_\_\_\_\_  
 Not approved \_\_\_\_\_ Custodian \_\_\_\_\_  
 Comments: \_\_\_\_\_