

Thank-you for contacting the Lanier Community School. Please complete the attached Facility Use Form for your event. The GCPS Rental Fee Schedule is also included. Other cost/fees information is indicated below:

Theater Tech - required if stage lighting and/or sound is used. Hourly rate ranges \$22-27/hr.

Custodial -30 minutes prior to arrival up to 1-1.5 hours after conclusion of event (estimated minimum - actual cost is determined by set-up needs, amount of facility used, and number of attendees). Cost \$35/hour

Security - From time you expect folks to arrive until last person leaves. Cost \$45/hour.

Once we have the Facility Use Form returned and approve the event, the contract is written. There is a \$25 fee to set you up as a client. In addition, there is a \$100 security deposit due. This is refunded after the event should there not be damages.

At the time the contract is signed, we will also need a Certificate of General Liability Insurance in the amount of \$1million single incident coverage. Lanier High School C/O Gwinnett County Public Schools, 437 Old Peachtree Road, NW, Suwanee, Ga. 30024 should be listed as the Certificate Holder.

Please contact the Lanier Community School at 678-765-4768 or by email:

Please email us at:

Ashley.J.Taylor@gcpsk12.org

Office Hours - Monday - Thursday 3pm - 8:45pm.

Summer Hours Monday - Friday 8am-3:45pm. Office closed July 1-9.