

**JACKSON PUBLIC SCHOOL DISTRICT**  
Jackson, Mississippi

School Year \_\_\_\_\_

**APPLICATION FOR USE OF SCHOOL FACILITY**

**Date of Application:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Description of Activity** (Give a brief description of the activity and its purpose):

\_\_\_\_\_  
\_\_\_\_\_

Check facility desired and fill in dates, opening hour and closing hour. The rate is established on the basis of a minimum two-hour session and **does not** include **custodial** and **campus enforcement** services. Custodial services are mandatory services needed for each event. **JPS Campus Enforcement** is mandatory for all events charging an admission fee (**minimum of 2-guards, 3 or more depending on type and size of event**).

Total cost will be calculated in the last column by the Executive Director of Facilities when application is received. The rate for each additional hour or major fraction thereof shall be 50 percent of the two-hour rate. Opening and closing hours should include time needed for all decorating, arranging, and other pre- and post-function work.

<b>FACILITY/SECONDARY SCHOOLS</b>	<b>DATE(S)</b>	<b>OPEN</b>	<b>CLOSE</b>	<b>RATE</b>	<b>COST</b>
Auditorium				\$200.00	
Lunchroom (not kitchen)				\$125.00	
Library				\$75.00	
Visual Education Room				\$75.00	
Band Room				\$75.00	
Classroom				\$75.00	
Gymnasium				\$200.00	
<b>OTHER</b>					
Playground				\$150.00	
Custodial Services				\$25.00	
Campus Enforcement (when required)				\$25.00	
<b>TOTAL</b>					

<b>FACILITY/ELEMENTARY SCHOOLS</b>	<b>DATE(S)</b>	<b>OPEN</b>	<b>CLOSE</b>	<b>RATE</b>	<b>COST</b>
Auditorium				\$150.00	
Lunchroom (not kitchen)				\$125.00	
Classroom				\$75.00	
Playground				\$125.00	
Custodial Services				\$25.00	
Campus Enforcement (when required)				\$25.00	
<b>TOTAL</b>					

The applicant understands that upon failure to comply with the Jackson Public School Policy KG/DEGA and any or all of the conditions stated therein, the Board of Trustees of the Jackson Public School District or its designee may terminate and cancel all privileges of the undersigned representative or group to use said facilities and/or equipment provided therein, but any failure to terminate such privileges for the

breach of said conditions within any particular time period shall not constitute a waiver of the right to do so for any specific breach or as to any other violation of said requirements.

Furthermore, as authorized by board policy, the undersigned applicant understands that he shall be responsible for the costs of any repairs and/or replacements necessary due to any damages or destruction resulting from use of said building or equipment. The applicant agrees to hold harmless and indemnify the Jackson Public School District for any negligent or intention acts.

Policy KG/DEGA is hereto and incorporated herein as part of this application.

**NOTE: All applicable fees and insurance requirement shall be presented and paid to JPSPD at least 5 days prior to the event. No final arrangements will be made until all necessary payments and insurance has been submitted.**

\_\_\_\_\_  
Group/Organization

\_\_\_\_\_  
Address (including zip code)

\_\_\_\_\_  
Representative Printed Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Valid Email Address

**RETURN APPLICATION TO:**

Office of Facilities and Operations  
Jackson Public Schools Administrative Office  
101 Dr. Dennis Holloway Drive  
Jackson, MS 39225-2338  
(601) 960-5412 – FAX  
(601) 960-8784 - OFFICE