



<b>SCHEDULE OF USE</b>									
<i>attach additional schedule page(s) as needed</i>									
Date(s) MM / DD / YYYY	Day of the Week	Purpose <sup>1</sup>	Load-in Time <sup>2</sup>		Time Doors Open <sup>3</sup>	Event Time <sup>4</sup>		Load-out Time <sup>5</sup>	
			Begin	End		Begin	End	Begin	End

<sup>1</sup> What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice(s) or game(s)?  
<sup>2</sup> Time that the client needs to prepare the room(s) and setup prior to the start of the event.  
<sup>3</sup> Time that the doors open to the audience or group for entry prior to the start of the event, if applicable.  
<sup>4</sup> Time that the event begins and ends.  
<sup>5</sup> Time that the client needs after the event concludes to remove any setup and clear out of the space.

<b>SUPPORT SERVICES</b>
<p>Indicate if you will need any of the following (check all that apply):</p> <p><input type="checkbox"/> Use of audio, video, lighting, or technology equipment</p> <p><input type="checkbox"/> Field Lights</p> <p><input type="checkbox"/> Police Officers for Security (may be required for certain events)</p> <p><input type="checkbox"/> Custodial Services (may be required for certain events)</p> <p><input type="checkbox"/> Other (explain):</p>
<p>Are there any other needs or special requests (attach additional document, if necessary)?</p>

**ACKNOWLEDGEMENT & SIGNATURE**

By signing below, I acknowledge and understand the following:

- This form is solely an application and does not constitute a contract or approval of the requested use. Approval is subject to and contingent upon execution of a Facility Use Agreement; receipt of all specified fees, insurance, and supporting documentation; and compliance with all District policies and administrative rules.
- School and District use of facilities takes precedence over other uses.
- The individual/group/organization will work ONLY through the Cobb County School District Venue Management Office for facilities use approval, scheduling, and modifications.
- The opportunity to use district/school facilities is non-transferable and may not be assigned.
- Changes to the requested/contracted use must be submitted in writing to the Venue Management Office at least five (5) business days in advance or all charges will apply. No changes may occur until after written approval from the Venue Management Office.
- No advertising, social media or other internet source, materials, or broadcasts shall name the facility, Cobb County School District, or any buildings or grounds either owned or operated by the District as the location of any event prior to the approval of the request and execution of a Facility Use Agreement.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization Head *if not the same as the Responsible Party*

\_\_\_\_\_  
Date