

**ACC / CCSD
FACILITY REQUEST FORM**

Purpose: This form should be completed by staff when requesting the shared use of facilities owned and operated by Athens Clarke County Leisure Services and/or the Clarke County School District.

Requested Site (Park or School): _____

Facility to Be Used: _____

Date(s) Needed: _____ Time(s) Needed: _____

Name of School and/or Group: _____

Contact Person: _____

Work: _____ Cell: _____

Email Address: _____

Description of Activity:

Number of Students/Participants: _____

Number of Adult Chaperones (if applicable)*: _____

*See conditions of use for adult: student ratio.

Notes/Special Requirements:

Conditions of Use

By signing below, you are agreeing to the following terms and conditions:

- All stated rules of the host agency and the host facility must be followed. Any special instructions provided by site staff are to be followed.
- Sites should be treated with respect and left in the state in which they were found. Users are responsible for putting any trash into appropriate containers, cleaning up any litter they produce, placing tables and chairs in original positions, etc.
- Water balloons, water guns and any other water play toys are prohibited at all Leisure Services facilities unless specific permission is granted. Any activities that will likely create a good bit of debris or mess must be pre-approved.
- ACC requires the following supervision ratio for school groups visiting our parks:
Preschool or Elementary School: 1 adult/10 students
Middle or High School: 1 adult/15 students
- Any violation of the conditions of use may result in immediate termination of the event and/or charges for damaged property and/or the suspension of future activities by the school/group at the host site.

Requesting Teacher or Employee Signature: _____
Signature of Teacher/Employee Date

Administration Approval: _____
Signature of Principal/Division Administrator (if required) Date

CCSD Liaison: Send completed form to Niki Huff, CCSD Office.
(huffn@clarke.k12.ga.us)

ACC Liaison: Send completed form to, Cathy Padgett, Community
Relations Specialist (cathy.padgett@accgov.com)

*Approval / Denial will be sent to contact listed on the form,
with copies going to each agency's liaison.*