



# Application for Facility Use

**NO SMOKING and NO ALCOHOLIC BEVERAGES are permitted on any property.**

<b>Collierville School Requested:</b>		<b>Collierville School Facility Area Requested:</b>	
<b>Event Date Requested:</b>	<b>Start Time:</b> <small>(include set up)</small>	<b>End Time:</b> <small>(including clean-up)</small>	
<b>Organization Name:</b> .....			
<b>Organization Type:</b> (circle one)    School Group    Program Partner    Non-Profit    Private			
<b>Type Of Event:</b> <small>(circle one)</small>	Practice Meeting Banquet	Game Performance Tournament	Competition Other - (Fill in on line below) .....
<b>Name of Contact</b> (Person Responsible for Facility Rental) .....		<b>Number of Attendees</b> .....	
<b>Address:</b> .....		<b>Cost Per Person (if applicable)</b> .....	
.....		.....	
<b>Phone #:</b> .....			
<b>Email:</b> .....			
<small>(for confirmation, communication, and invoicing)</small>			
<b>Principal Approval:</b> .....		<b>Date:</b> .....	
<b>Operations Approval:</b> .....		<b>Date:</b> .....	
<b>For Internal Use Only:</b> ( Please date and initial)			
Application: .....		Invoice: .....	
Hold Harmless: .....		Payment Received: .....	
COI: .....			

**Remit to:** Collierville Schools Operations  
 146 College St., Collierville, TN 38017  
[ttrexler@colliervilleschools.org](mailto:ttrexler@colliervilleschools.org)  
 Phone: 901-286-6701    Fax: 901-286-6713

\* Rental of School facilities is under Collierville Schools Board of Education policy # 3.206  
 \* Principal or school representative will be on school grounds at all times during facility rental



## Applicable Fees For Facility Use

Location	Cost Per Hour	
	Program Partner/Non-Profit	Private
<b>Elementary Schools:</b>		
Cafeteria	\$25	\$50
Gym	\$30	\$60
<b>Middle Schools:</b>		
Cafeteria	\$25	\$50
Auditorium - West Collierville Middle	\$40	\$80
Gym:		
PE Gym - West Collierville Middle	\$25	\$50
Varsity Gym	\$60	\$120
<b>Middle School Athletic Fields</b>		
Baseball / Softball Fields	\$50	\$100
Soccer	\$50	\$100
Football / Track	\$75	\$150
<b>High School:</b>		
STEM Lobby	\$25	\$50
Community Room	\$30	\$60
Auditorium	\$120	\$240
Cafeteria	\$120	\$240
Gym:		
Auxillary Gym 1	\$30	\$60
Auxillary Gym 2	\$60	\$120
Varsity Gym	\$150	\$300
<b>High School Athletic Fields</b>		
Practice Field	\$25	\$50
Baseball / Softball Fields	\$50	\$100
Soccer	\$50	\$100
Tennis	\$50	\$100
Turf Room	\$75	\$150
Football Stadium / Track	\$200	\$400
All Field Lighting	\$15	\$30
<b>Other Fees</b>		
Cleaning Fee	Quote to be provided by Custodial Contractor	
Plant Manager Fee	Quote to be provided by Collierville Schools	
Sound/AV, Technology	Quote to be provided by Collierville Schools	