



Clayton County Public Schools
S. Truett Cathy Professional Learning Center
Facility Use Price List and Contract Addendum
Phone – 770-473-2795

Area(s) Leased	Rental Fee (during regular workdays, M-F, 8:00 a.m. – 5:00p.m.)	After Hours Rental Fee (after 5:00 p.m., M-F, weekends, and non- workdays)
Regular Classrooms (Max. Occupancy 30)	\$40 per hour \$80 minimum	\$80 per hour \$160 minimum
Double classrooms (Max. Occupancy 60)	\$100 per hour \$200 minimum	\$200 per hour \$400 minimum
101 A-D, Using all Sections (Max Occupancy 200)	\$140 per hour \$280 minimum	\$280 per hour \$560 minimum
Catering Kitchen	\$75 per hour \$150 minimum	\$150 per hour \$300 minimum
Personnel Charges		
Custodial Charge	N/A	\$35 per hour \$70 min
Technology Support	N/A	\$60 per hour \$120 min
Security Charge The number of officers needed will be determined by Security Dept.	\$45 per hour, per Officer	\$45 per hour, per Officer

Notes:

1. The "maximum" rental for each day is twelve (12) hours.
2. Facility Use charges may only be waived with approval of the Superintendent and/or Designee.
3. Any other items utilized (i.e., document cameras, TurningPoint kits, laptops, flipcharts, markers, copies, etc.) shall be priced and billed on the Facility Use Form by the Facility Administrator.
4. All Professional Learning facility use charges are to be paid in advance by Cashier's check or Postal money order. If the Central Office Designee refuses the facility use after approval by the Facility Administrator, it will be so marked on the form, sent back to the Facility Administrator, and the money will be returned to the organization.
5. Variation may occur in pricing based on the utility requirements necessary to heat or cool the area being rented.
6. All Guidelines/Terms/Conditions from the Use of Facility Contract must prevail on all facility use. Prices are subject to change without notice.



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FACILITY(S) REQUESTED:

Regular Classrooms (Max. Occ. 30): ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 112 ☐ 210 ☐ 211 ☐ 212
☐ 213 ☐ 215 ☐ 215

Double Classrooms: (Max. Occ. 60): ☐ 201AB ☐ 202AB

Large Meeting Room: (Max. Occ. 40 ea. or 200 for combination of all): ☐ 101A ☐ 101B ☐ 101C ☐ 101D

Other Areas: ☐ Catering Kitchen ☐ 1st Floor Atrium ☐ 2nd Floor Atrium

TECHNOLOGY EQUIPMENT:

☐ Laptop for Presentation ☐ Laptop Cart ☐ Presentation Remote ☐ Wireless Microphone
☐ Lapel Microphone ☐ Document Camera ☐ Projector for Presentation
☐ OTHER: _____

PRESENTATION OR CLASS SUPPLIES:

☐ Flip Chart ☐ Flip Chart Markers ☐ Dry Erase Markers ☐ Copies (\$0.10 per copy)
☐ OTHER: _____

DIAGRAM FOR ROOM SETUP

Please use the area below to sketch a diagram of how you wish the room to be set up. If you do not have any special requirements, the room will be set up classroom style, with chairs and tables. Please use the symbols in the legend as your guide.

LEGEND:

