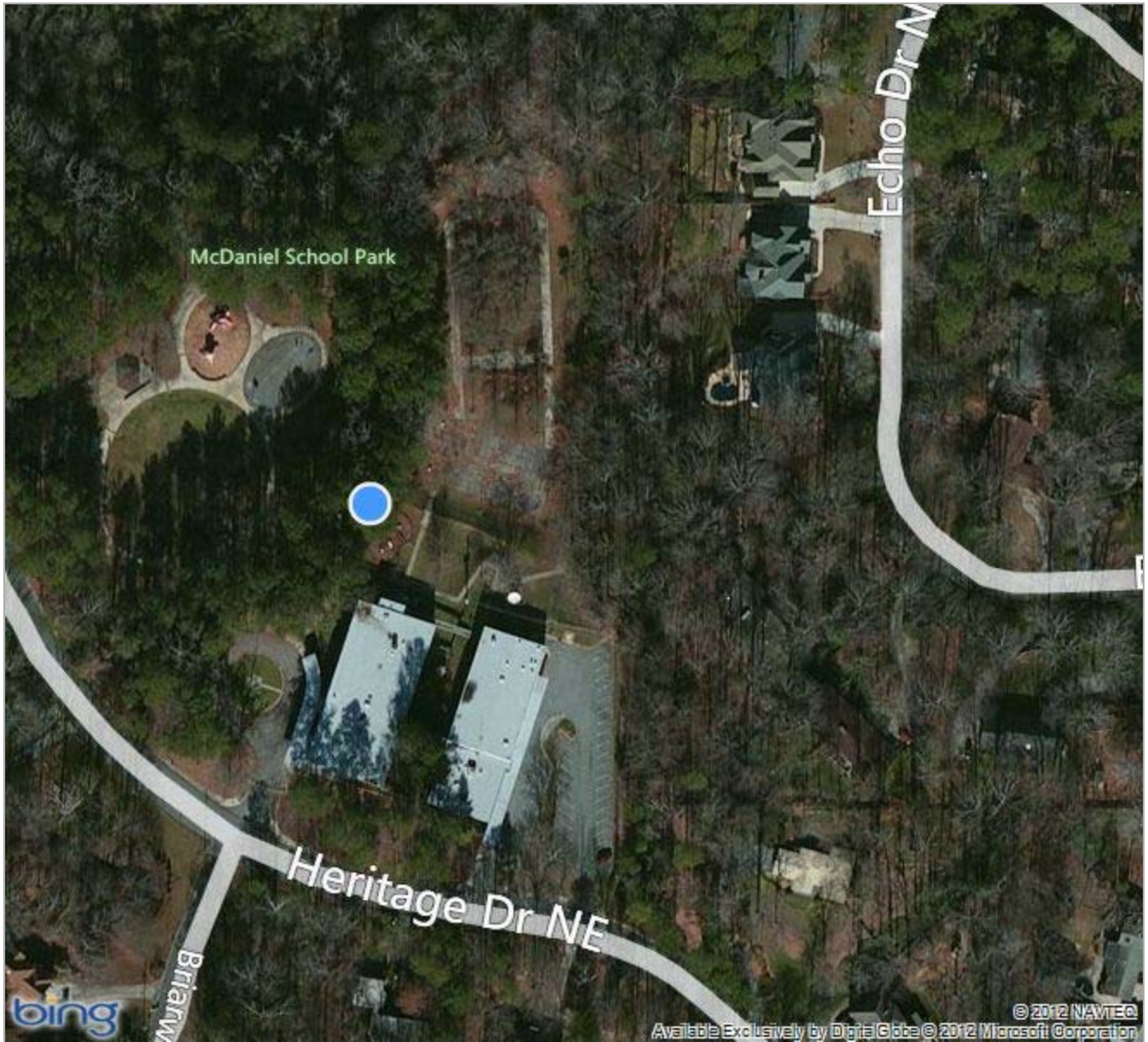


bing Maps

2225 Heritage Dr NE, Atlanta, GA 30345

My Notes

On the go? Use m.bing.com to find maps, directions, businesses, and more



McDaniel School Park



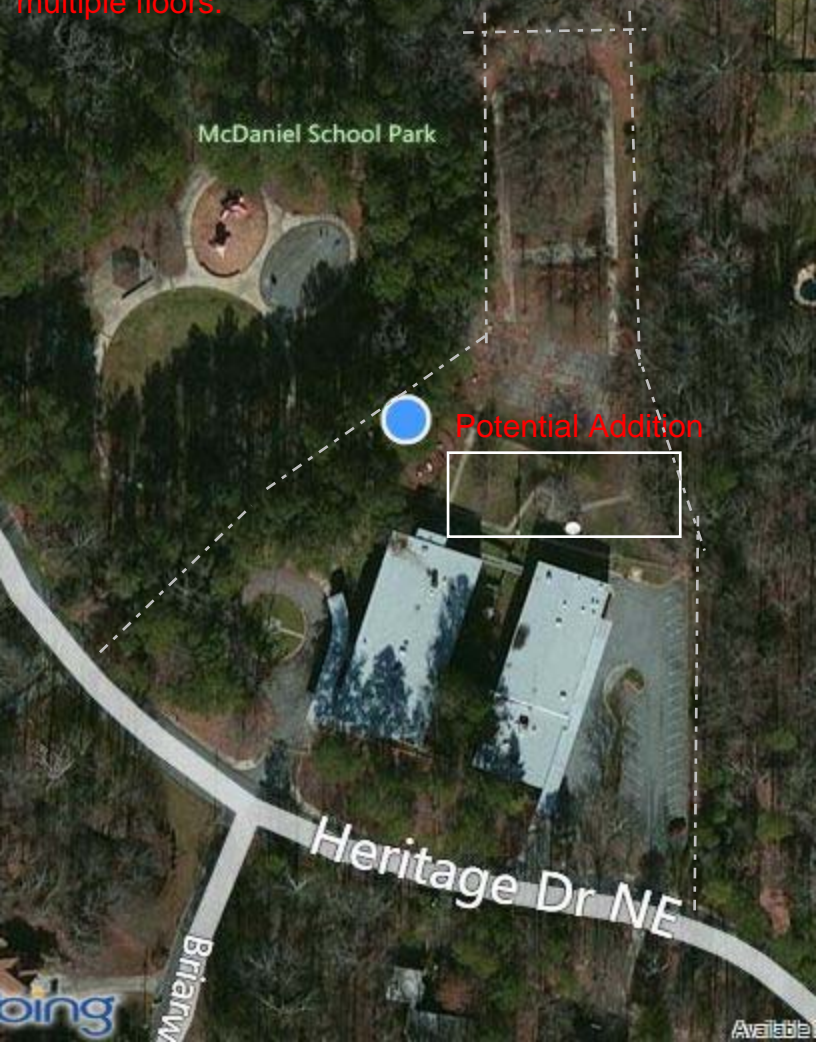
Heritage Dr NE

Briarw

ing

Available

The property line shown is approximate and pending DeKalb verification. Any addition requires 16,000 s.f. gymnasium and 14,000 s.f. classrooms on multiple floors.



McDaniel School Park

Potential Addition

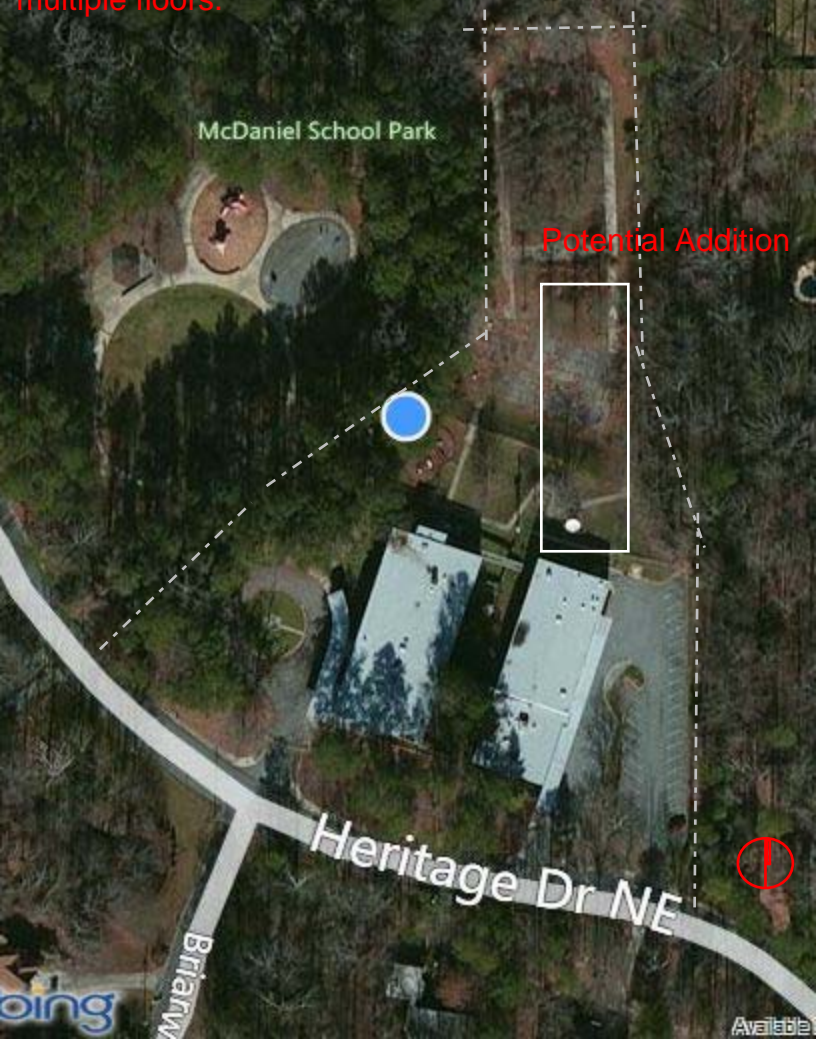
Heritage Dr NE

Briarw

ing

Available

The property line shown is approximate and pending DeKalb verification. Any addition requires 16,000 s.f. gymnasium and 14,000 s.f. classrooms on multiple floors.



Appendix II

The GLOBE Academy Modular Unit Scenario - First Year

		Quad Unit Scheme			
Quad Units		Set Up Cost Quad	Quad Monthly Rental	Quad Yearly Rental	Quad Yearly Rental
	Quad wet	\$5,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	Double wet	\$5,000.00	\$600.00	\$7,200.00	\$7,200.00
	Quad dry	\$5,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	Quad dry	\$5,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	Quad dry	\$5,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	1 double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	1 multi.	\$10,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	restroom	\$5,000.00	\$500.00	\$6,000.00	\$6,000.00
		\$43,500.00	\$6,600.00	\$79,200.00	\$79,200.00
		Total for First Year			\$122,700.00

		Double Unit Scheme			
Double Units		Set Up Cost* Doubles	Doubles Monthly Rental	Doubles Yearly Rental	Doubles Yearly Rental
	double wet	\$4,500.00	\$600.00	\$7,200.00	\$7,200.00
	double wet	\$4,500.00	\$600.00	\$7,200.00	\$7,200.00
	double wet	\$4,500.00	\$600.00	\$7,200.00	\$7,200.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	double dry	\$3,500.00	\$500.00	\$6,000.00	\$6,000.00
	1 multi.	\$10,000.00	\$1,000.00	\$12,000.00	\$12,000.00
	restroom	\$5,000.00	\$500.00	\$6,000.00	\$6,000.00
		\$53,000.00	\$6,800.00	\$81,600.00	\$81,600.00
		Total for First Year			\$134,600.00

Kindergarten	1 wet	
	1 wet	
	1 wet	
	1 wet	
First Grade	1 wet	
	1 wet	
	1 classroom	
	1 classroom	
	1 classroom	
	1 classroom	
Second Grade	1 classroom	
	1 classroom	
	1 classroom	
	1 classroom	
Third Grade	1 classroom	
	1 classroom	
	1 classroom	
	1 classroom	
Admin	1 double	
Multipurpose	1 multipurpose	
Restrooms	1 unit	

*Set up costs include utility hook ups.



ModSpace[®]

**Thanks for
Choosing
ModSpace!**

Mobile office quote prepared exclusively for:

Graham Balch	Prepared by: Ryan Lavelle
GLOBE Academy	Phone: 770-961-1287
Quote #: 883208	FAX: 770-961-4497
12/21/2010	Email: Ryan.Lavelle@modspace.com

ModSpace is the largest American-owned provider of mobile offices in North America.

- On-time delivery & set-up – Guaranteed!
- On-time removal – Guaranteed!
- Fast, responsive service & maintenance teams
- Dedicated local ModSpace representative to ensure on-time delivery & set-up

**Only ModSpace Offers
Our Exclusive, No-Hassle
“On-Time Delivery &
Pick-Up Guarantee.”**

You have the added confidence of our exclusive “On-Time Guarantee” only when you choose ModSpace.

- If your singlewide mobile office is not delivered on the date promised, your first month’s rent is **absolutely FREE**.
- If your singlewide mobile office is not removed on the date promised, ModSpace will **rebate one month’s rent**.

No arguments. No hassle.

For more information visit www.modspace.com/guarantee

**Let ModSpace take care of ALL your
mobile office needs with complete
“One-Stop Shopping” services!**

- *Guaranteed on-time delivery and removal of building*
- *OSHA-compliant access to your office with safety steps & ramps*
- *Convenient furniture options for a fully functional office*
- *Safe, secure on-site storage for materials & supplies*

Thanks for the opportunity to submit the attached quote for this important space need. I will call you to see if you would like me to deliver floor plans or provide additional information about ModSpace.

Call me now with your ok. Then I’ll schedule delivery of your ModSpace mobile office today!

I’ll make sure your ModSpace mobile office is delivered on-time, as promised – GUARANTEED!

Please call me directly if you have any questions.

Sincerely,

Ryan Lavelle
ATLANTA



ModSpace[®]

800-523-7918

www.modspace.com

Meeting your space needs is our most important job!



800-523-7918

This Quote Created For:
GLOBE Academy

12/21/2010
Quote #: 883208
Quote Expires: 01/20/2011

Customer Details:

GLOBE Academy
Atlanta, GA 30319
Contact: Graham Balch
Phone: 404-514-8876
graham.balch@gmail.com

Branch Details:

ATLANTA
5670 NORTH PARKWAY
LAKE CITY, GA
Contact: Ryan Lavelle
Phone: 770-961-1287
FAX: 770-961-4497
Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

28' X 64' - CLASSROOM DOUBLE

Quote Type: Operating Lease

Dry 28x64 classroom

Monthly Charges

Unit# : 665315

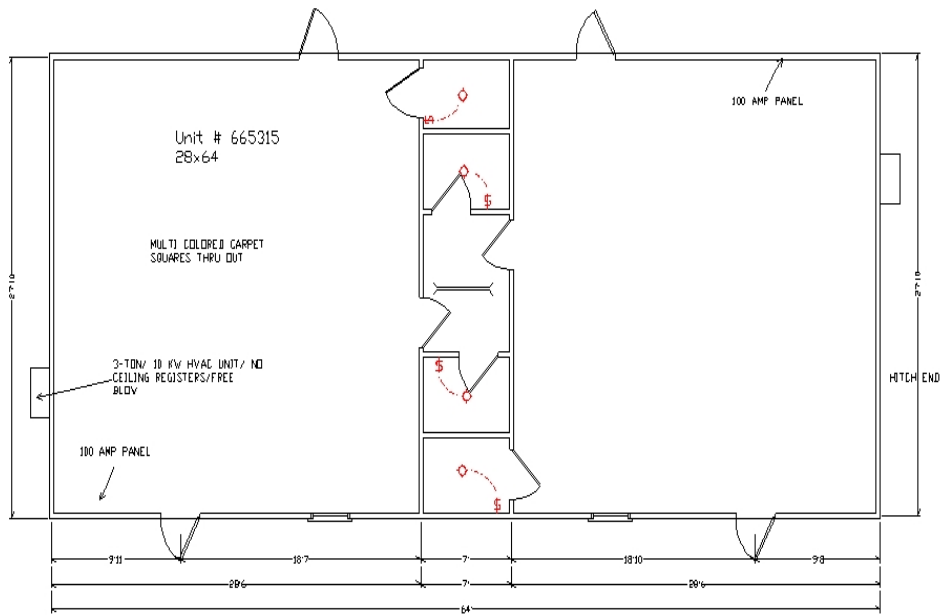
Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$500.00	\$500.00

We also suggest Value Added Products. Let Modspace provide you with these time saving options.
Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

Initial	Qty	Rate (each)	Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	2	\$522.00 ^{one time}	<input type="checkbox"/> Set-Up Complex	1	\$2,500.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}	<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial property insurance.			Satisfies your lease obligation for commercial liability insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)





800-523-7918

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FAX: 770-961-4497
Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

28' X 64' - CLASSROOM DOUBLE

Quote Type: Operating Lease

Wet 28x64 classroom

Monthly Charges

Unit# : 812512

Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$530.00	\$530.00

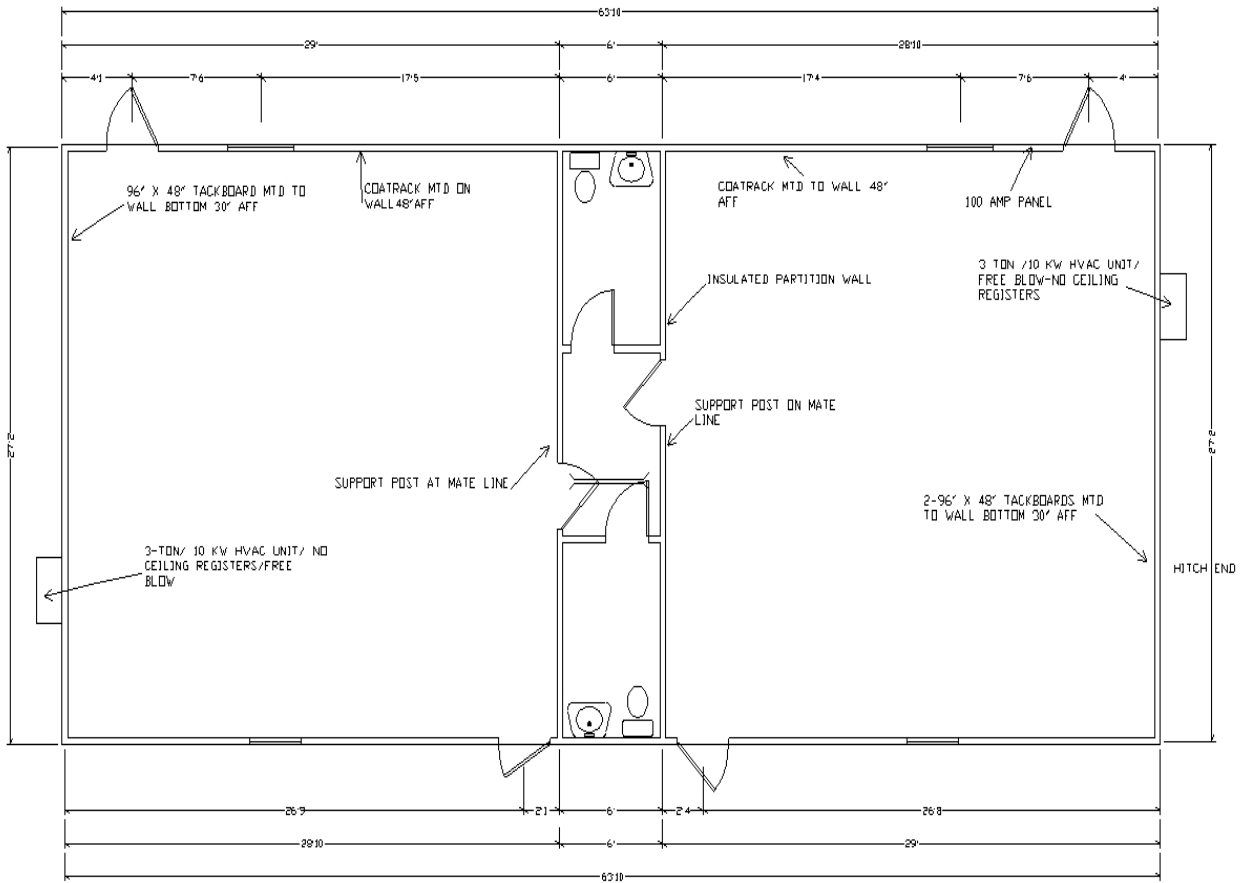
We also suggest Value Added Products. Let Modspace provide you with these time saving options.
Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

Initial	Qty	Rate (each)	Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	2	\$522.00 ^{one time}	<input type="checkbox"/> Set-Up Complex	1	\$2,500.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}	<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial property insurance.			Satisfies your lease obligation for commercial liability insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)

Units 812512,3





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 LAKE CITY, GA
 Contact: Ryan Lavelle
 Phone: 770-961-1287
 FAX: 770-961-4497
 Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

24' X 36' - CLASSROOM DOUBLE

Quote Type: Operating Lease

Dry 24x36 classroom

Monthly Charges

Unit# : 661039

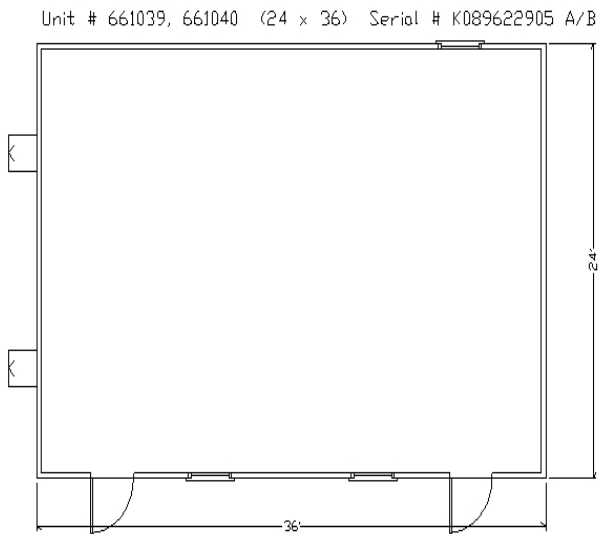
Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$400.00	\$400.00

We also suggest Value Added Products. Let Modspace provide you with these time saving options.
 Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

Initial	Qty	Rate (each)	Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	2	\$522.00 ^{one time}	<input type="checkbox"/> Set-Up Complex	1	\$2,400.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}	<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial property insurance.			Satisfies your lease obligation for commercial liability insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)





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 FAX: 770-961-4497
 Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

24' X 36' - CLASSROOM DOUBLE

Quote Type: Operating Lease

Wet 24x36 classroom

Monthly Charges

Unit# : 658357

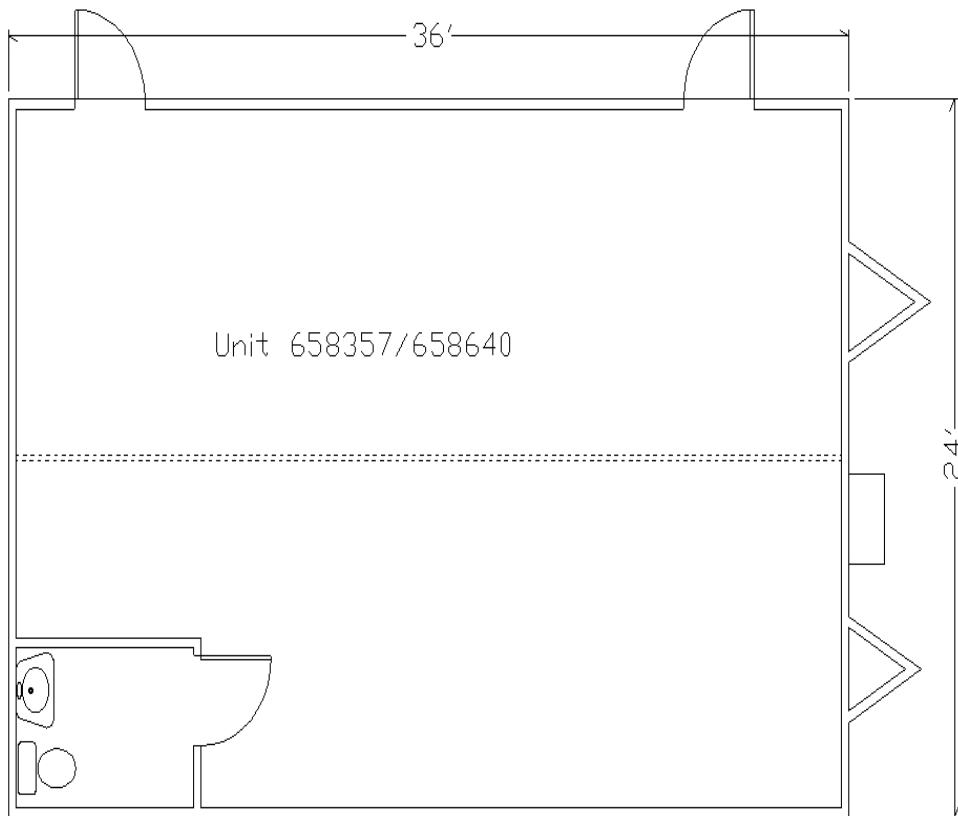
Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$425.00	\$425.00

We also suggest Value Added Products. Let Modspace provide you with these time saving options.
 Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

Initial	Qty	Rate (each)	Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	2	\$522.00 ^{one time}	<input type="checkbox"/> Set-Up Complex	1	\$2,400.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}	<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial property insurance.			Satisfies your lease obligation for commercial liability insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)



24x36 Classroom



800-523-7918

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 LAKE CITY, GA
 Contact: Ryan Lavelle
 Phone: 770-961-1287
 FAX: 770-961-4497
 Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

14' X 45' - CLASSROOM SINGLE - 14 WIDE

Quote Type: Operating Lease

Dry 14x45 classroom

Monthly Charges

Unit# : 681876

Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$200.00	\$200.00

We also suggest Value Added Products. Let Modspace provide you with these time saving options.
 Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

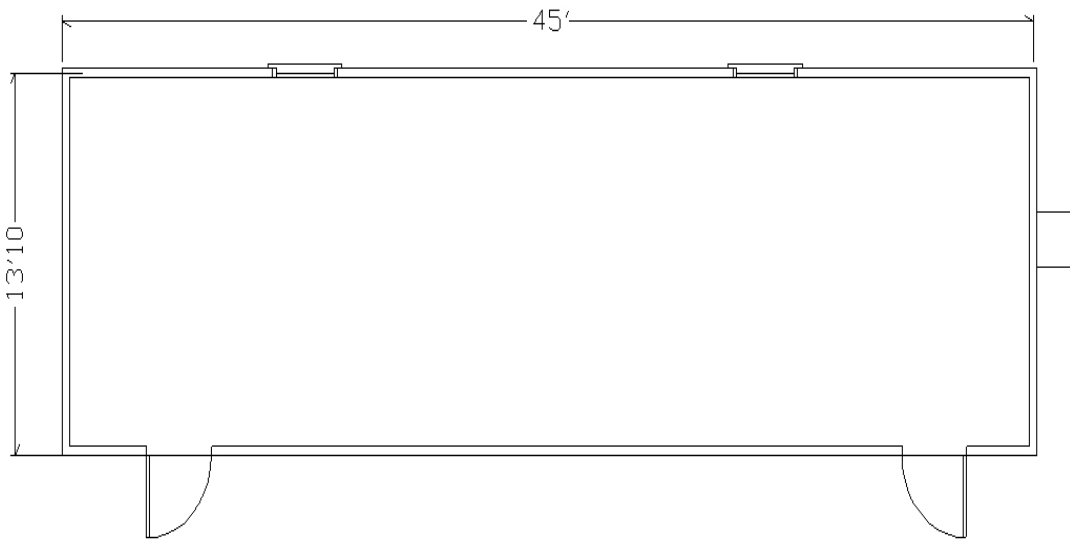
Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	1	\$522.00 ^{one time}
<input type="checkbox"/> Ramp Assembly	<input type="checkbox"/>	<input type="text"/>
Wooden Steps/Decks/Ramps can be built on site for \$18 per square foot		
<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial liability insurance.		

Initial	Qty	Rate (each)
<input type="checkbox"/> Block, Level & Tie Down	1	\$436.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}
Satisfies your lease obligation for commercial property insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)

14x45 box





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 FAX: 770-961-4497
 Ryan.Lavelle@modspace.com

Delivery Details:

Atlanta, GA 30319

12' X 45' - SINGLE RESTROOM

Quote Type: Operating Lease

Restroom trailer

Monthly Charges

Unit# : 660389

Qty	Term	Monthly Rental	Total Monthly Rate
1	10 Months	\$450.00	\$450.00

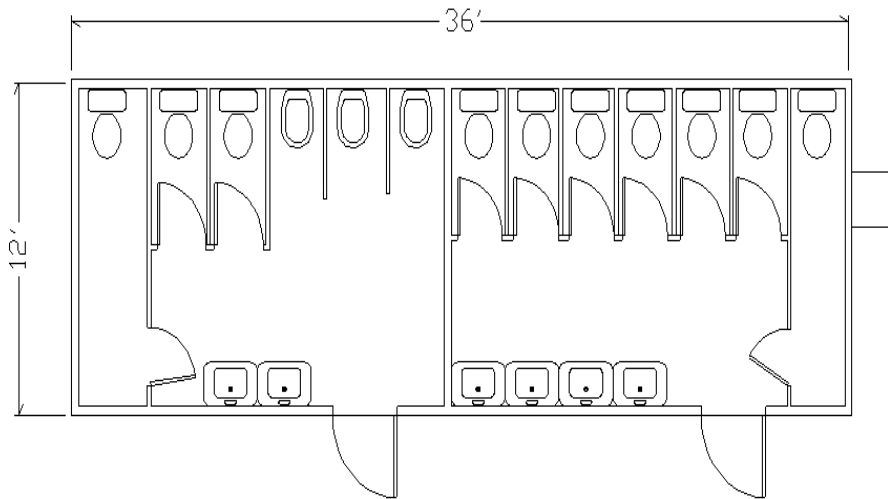
We also suggest Value Added Products. Let Modspace provide you with these time saving options.
 Initial in the box to the left of the item, enter quantity if needed, and let us take care of the rest.

Initial	Qty	Rate (each)	Initial	Qty	Rate (each)
<input type="checkbox"/> Building Delivery	1	\$522.00 ^{one time}	<input type="checkbox"/> Block, Level & Tie Down	1	\$436.00 ^{one time}
<input type="checkbox"/> Damage Waiver	1	\$75.00 ^{per month}	<input type="checkbox"/> General Liability Insurance	1	\$19.50 ^{per month}
Satisfies your lease obligation for commercial property insurance.			Satisfies your lease obligation for commercial liability insurance.		

Floor Plan *

Typical Furniture layout and Floor Plan(may vary depending upon availability or manufacturer)

Drawing not perfectly to scale due
fixture size restrictions within the
program used to create it. Both
male and Female sides of the RR
are ADA compliant



ModSpace Classrooms, *the Smart Way to* Increase Capacity

Modular classrooms and buildings are the fastest, most affordable solution to increase capacity in your district. ModSpace has the expertise to help you create the most cost-effective classroom strategy to fit your budget and capacity needs.

Maximize Your Space

Space Saver classrooms are designed to maximize your site space, fit your budget and create the most focused learning environment on the market.

Space Saver Plus

- Maximize campus space: side by side building placement. (1 hr. fire rated)
- Safe learning environment: non combustible frame & floor decking, wind rated to 140mph, and metal conduit throughout.
- Quiet learning environment: carpeting throughout, solid core interior doors, drop ceiling with 2'x2' tiles, and fresh air intake.
- Easy to maintain: Hardi Stucco walls, vinyl bathroom walls, and steel exterior doors.
- Energy efficient: insulation throughout and lights with photocell sensors.
- Teacher ready: expanded circuit space for high tech classrooms.



Space Saver

- Building placement: flexible to meet your site needs.
- Safe learning environment: non combustible frame, wind rated to 130mph, and fire alarm system ready.
- Quiet learning environment: carpeting throughout, solid core interior doors, acoustic ceiling tiles and fresh air intake.
- Easy to maintain: reinforced fiberglass panel walls and steel exterior doors.
- Energy efficient: insulation throughout and lights with photocell sensors



Installation Options



Ground Access Installation

Designed to give you a site built look while offering additional student safety with no need for a deck or ramp.



Easy Access Installation

Guaranteed quick and easy set up by eliminating the need for a longer ramp. The building is block set at 14-16" with a 16' ramp.



Standard Installation

Allows you to elevate the classrooms in areas where water drainage might be a concern. The building is block set at 30" with deck and 30' ramp.



Express Classrooms are the perfect solution to get the teaching space you need in a timely fashion. If you have an urgent need for space, Express Classrooms are the answer! Delivered, set up and ready for your students in no time.

Ready, Set, Go

Express Classroom – (High Impact Exterior)

- Create the teaching space you need with a 24'x36' open floor plan.
- Building placement: 10' ensures proper water run off.
- Safe learning environment: non combustibile frame, wind rated to 130mph, and fire alarm system ready.
- Quiet learning environment: carpeting throughout, solid core interior doors, acoustic ceiling tiles and fresh air intake.
- Enhanced durability: high ribbed aluminum exterior.
- Easy to maintain: reinforced fiberglass panel walls and steel exterior doors.
- Energy efficient: insulation throughout and lights with photocell sensors.



Express Classroom – (Standard Exterior)

- Most economical teaching space with guaranteed quick delivery.
- Building placement: 10' ensures proper water run off.
- Safe learning environment: wind rated to 130mph + hurricane straps and fire alarm system ready.
- Quiet learning environment: carpeting throughout, acoustic ceiling tiles and fresh air intake.
- Easy to maintain: reinforced panelized walls, aluminum exterior and doors.
- Energy efficient: insulation throughout.
- Certified by Florida, Alabama, and Georgia for education use.



When you need
more classroom space, put
ModSpace to the test!

Call today for a free design consultation to help you maximize your budget and create a more affordable classroom strategy.

www.modspace.com ■ **1-800-523-7918**

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Draft Site Selection
Globe Academy
4-12-2012

**GEORGIA DEPARTMENT OF EDUCATION
EDUCATIONAL FACILITY SITE EVALUATION
AND APPROVAL FORM**

School System: <u>The GLOBE Academy DeKalb County</u>	Name of Superintendent*: <u>Board Chair - Brandi Kenner</u>
	Person to Contact (designee): <u>Karen Gravel</u>
Mailing Address: <u>551 Manford Road, SW Atlanta, GA 30310</u>	Phone Number: <u>404-253-6703</u>
	FAX Number: <u>404-253-6753</u>
	E-mail Address: <u>kgravel@lasarchitect.com</u>

I. LOCATION OF PROPOSED SITE

Address of Proposed Site (if available) and/or legal definition of the property: <u>Heritage Center 2225 Heritage Drive NE Atlanta, GA 30345</u>	
Acreage in proposed Site: <u>9.60</u> Acreage in 100 year flood plain: <u>unknown</u> Does this acreage meet the minimum requirements? (Circle One) Yes No	Clear Title Obtainable? (Circle One) Yes No This property will be ^{is} (<input checked="" type="checkbox"/>) owned () leased by the school system or This property ^{is} will be (<input checked="" type="checkbox"/>) owned () leased by <u>DeKalb County</u> and used for <u>School - elementary</u>
Please attach a rationale and request by the local School Board for requesting a variance to the minimum size requirements if the answer to the above question is "No".	

*For State and Commission Charter Schools, the principal will sign in this blank.

This is to ask for approval for the temporary use of the Heritage Center.

**II. PROPOSED EDUCATIONAL FACILITY TO BE LOCATED ON THIS SITE
(BASIC INFORMATION)**

Name of Proposed Facility: <u>The GLOBE Academy</u>		
Proposed Grades: <u>K-3</u>	Approximate Number of Students: <u>390</u>	
Number of Instructional Units Proposed: <u>18</u>	Is this the maximum size planned for this facility? (Circle One) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is this facility being designed for future expansion? (Circle One) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <u>Maybe</u>
Estimated date facility is to be completed and occupied: Date: <u>July 2013</u> Comments: _____		If expanded, maximum number of instructional units proposed in the future: <u>4</u> I.U. <u>via modular units.</u>

III. UTILITIES AVAILABLE ON THE PROPOSED SITE

(If Utilities are not currently available on the site, please indicate when utility providers anticipate delivery of utilities to the site.)

UTILITY	CURRENTLY AVAILABLE?		WHEN AVAILABLE?	OTHER RELEVANT FACTORS	
	Yes	No	(Date)		
(a) Electricity	<input checked="" type="checkbox"/>			Voltage: _____	Phase: _____
(b) Natural Gas	<input checked="" type="checkbox"/>			Line Size: _____	Line Pressure: _____
(c) Telephone	<input checked="" type="checkbox"/>				
(d) Cable	<input checked="" type="checkbox"/>				
(e) Water*	<input checked="" type="checkbox"/>				
Public	<input checked="" type="checkbox"/>			Line Size: _____	Line Pressure: _____ Attach FLOW TEST results (See Note Below)*
Private				Line Size: _____	Line Pressure: _____ Attach FLOW TEST results (See Note Below)*
(f) Sewage*					
Public	<input checked="" type="checkbox"/>				
Private					

* If changes to the planned water or sewage systems indicated above are made, then the site must be resubmitted for approval and the current approval will be voided.

MISCELLANEOUS SITE INFORMATION

(For each item, circle the appropriate response. If Other is selected, please enter appropriate response.)

(a) Property Zoned	Residential	Industrial	Commercial	Other: _____
(b) Adjacent Development or Existing Community Design	Residential	Industrial	Commercial	Other: _____ _____
(c) Traffic Conditions Around Site	Congested	Moderate	Light	Other: _____
(d) Topography	Steep	Rolling	Gently Sloping	Flat
(e) Grading for Building <i>none required</i>	Excessive	Moderate	Minimal	Comments: _____ (Continue on reverse)
(f) Rock Excavation <i>none required</i>	Unlikely	Some But Not Excessive	Excessive	Comments: _____ (Continue on reverse)
(g) Area Available for Parking <i>existing</i>	Adequate Space	Limited Space	Inadequate Space	Comments: _____ (Continue on reverse)
(h) Vehicular Access to Site <i>existing</i>	Excellent Potential	Development Restricted	Development Difficult	Comments: _____ (Continue on reverse)
(i) Area Available for Athletic and Recreation Area Development	Adequate	Limited	Inadequate	Comments: _____ (Continue on reverse)

VI. SYSTEM REQUEST FOR SITE APPROVAL

After having considered the findings from all studies completed and evaluating the potential sites available for this facility, the DeKalb County Board of Education requests approval of the proposed site identified on this form by official board action on (date) _____. An initial investigation had been conducted, a Phase I Environmental Site Assessment has been conducted, and a Risk Hazard Analysis has been completed. Costs associated with the development of this site including grading, obtaining utilities, and road improvements have been evaluated.

_____ Signature of Board Chairperson **	_____ (Date)
_____ Signature of School Superintendent*	_____ (Date)

*For State and Commission Charter Schools, the principal will sign in this blank.

**For State and Commission Charter Schools, the charter board chair will sign in this blank.

ATTACHMENTS:

The following documents must be submitted to the Facilities Services Unit of the Georgia Department of Education to evaluate your system's request for approval of a proposed educational facility site:

- 1 Preliminary Site Approval Form with Sections I-VI completed;
- 2 A copy of the letter of assurance from the Flood Plain Management Coordinator of the Georgia Department of Natural Resources stating that this proposed educational facility site is not in a flood plain or Coastal High Hazard Area;
- 3 A copy of the rough plat of the proposed educational facility site;
- 4 A copy of the Flow Test results taken at the potable water hydrant nearest to the educational facility site;
- 5 A copy of the Phase I – Environmental Site Assessment; and
- 6 A copy of the Risk/Hazard Analysis;
- 7 A copy of the letter to the Georgia Department of Transportation or local roads commissioner requesting that a road study for this site be conducted;

The Facilities Section of the Georgia Department of Education is authorized to request any additional information on any criteria (section) when such information is needed to complete the evaluation of the proposed site.

VII. SITE APPROVAL

Consultant, Facilities Services Unit _____
Signature Date

**Representative,
Local Sewer Department Official** _____
Signature Date

**Representative,
Local Building Codes Official** _____
(if an existing building on the site will be used for educational purposes) Signature Date

Remarks:

The section below is for use by the Georgia Department of Education Facilities Section

Based on our visual inspection of the site and/or evaluation of the documentation submitted by the school system, the decision of the GaDOE Facilities Section is that:

- THIS EDUCATIONAL FACILITY SITE IS RECOMMENDED FOR APPROVAL.
- THIS EDUCATIONAL FACILITY SITE AND DOCUMENTATION SUBMITTED BY THE SCHOOL SYSTEM ARE APPROVED WITH COMMENTS (See Attachments).
- THIS SITE IS NOT RECOMMENDED FOR APPROVAL.

Director, Facilities Services Unit _____
(Facilities Services Director's Signature) (Date)

**DeKalb County School District
Use of Facilities Application/Agreement**

Requesting Organization The Globe Academy 501(c)(3) Yes No
 Representative of Organization Karen Gravel, AIA Email Address kgravel@lasarchitect.com
 Organization Address _____ Phone No. 404-786-3540
 Requested Facility The Heritage Center, 2225 Heritage Drive Requested Date(s) MARCH 2013 for Renovations
JULY 2013 for occupancy
 Requested Hours of Use 7:00 Am - 5:00 Pm Purpose of Use CHARTER SCHOOL
 Expected No. of Participants 250 - 300 Area(s) of Facility Requested ALL

*Verify that your organization has provided a certificate of insurance that fully complies with the insurance requirements of Board Policy KG

Organization's Representative's Initials we do not have insurance as of yet.

THIS BOX TO BE COMPLETED BY SCHOOL PRINCIPAL/ADMINISTRATOR	
Principal/Administrator _____	Approval Signature _____
	Approval Date _____
On-site DCSS Custodian(s) during requested date(s) and time(s) _____	Cell No. _____
	_____ Cell No. _____
DCSS custodian(s) required to/able to work overtime (hours or additional work) for requested event(s)? Yes _____ NO _____	
If yes, provide custodial employee's identification number _____ and current rate of pay _____	
_____ and current rate of pay _____	
Overtime payment calculation: Hours x (Hourly Rate of Pay + ½ Hourly Rate of Pay) x .0765 = _____	
Any special stipulations imposed on organization and/or its intended use of the facility or field? _____	

***Per Board Policy KG, a certificate of insurance that meets the following requirements must be filed with the DCSD COO prior to use:**
 -If applicable to the organization, Workers Compensation Insurance that meets the statutory limits;
 -Commercial General Liability Insurance or Public liability Insurance with minimum coverage limits of \$1,000,000 each occurrence/aggregate;
 -Liability insurance must cover property damage, personal injury (including medical expenses and wrongful death) and contractual liability;
 -Certificate must name DeKalb County Board of Education as an **ADDITIONAL INSURED** (primary and non-contributory basis);
 -DeKalb County Board of Education (at 3770 North Decatur Road, Decatur, GA 30032) must be listed as certificate holder;
The school district reserves the right to request additional insured policy endorsements from requesting organizations before granting final approval of any Facility Use Application/Agreement. FAXED CERTIFICATES AND POLICY ENDORSEMENTS WILL NOT BE ACCEPTED.

Requesting Organization The GLOBE Academy agrees to save, defend and indemnify the DeKalb County Board of Education, the DeKalb County School District and all of its officials, agents, and employees from and against any and all claims, actions or causes of action, loss damage, injury, costs (including court costs and attorneys' fees), charge liability or exposure, including, but not limited to, any loss resulting from or arising out of or in any way connected with the use of a school's facility and/or grounds.

KG
 Organization's Representative's Initials

USAGE TERMS:

Monday-Friday (August-May): After school to 9:00 PM Saturday & Sunday (August-May) to 9:00 PM
 Monday-Sunday (June-July): 9:00 AM-9:00 PM All times are subject to school and personnel availability.
 -Kitchen space, kitchen equipment and playgrounds may not be used by any outside organization. Fields used by sports organizations may only be used for practice (no games, tournaments, etc.).
 -Facility Use Agreements are limited to the time period of one semester/summer months. Additional requested dates require a new agreement.
 -DCSS custodial employee must be on site during use of any facility by an outside organization.

<u>Classroom/Area</u>	<u>Daily Fees per room/area</u>	<u>Amount Owed</u>	<u>Org. Rep. Initials</u>
1-5 classrooms (August-May)	\$30.00 minimum for first three hours or less; \$10.00 per each additional hour or fraction thereof over three hours	_____	_____
6 or more classrooms (August-May)	\$25.00 minimum for first three hours or less; \$8.00 per each additional hour or fraction thereof over three hours	_____	_____
June-July	\$16.00 Flat rate per day—Maximum of 8 hours	_____	_____
Cafeteria, Commons, Multi-Purpose Area, Auditoriums and Gyms	\$75.00 minimum for first three hours or less; \$20.00 per hour or fraction thereof above three hours	_____	_____
Outdoor Facilities (practice fields, tennis courts, parking lots, tracks)	\$50.00 minimum for first three hours or less; \$15.00 per hour or fraction thereof above three hours	_____	_____
Setting up/Removal of Chairs Or Special Set Ups	\$100.00 additional	_____	_____
Public Address system or Use of sound equipment (if available and approved)	\$35.00 additional	_____	_____
Total Usage Fee		_____	_____

Additional Terms and Conditions for Use

Payments for use and to cover any expected overtime to be worked by a DCSD custodial employee must be made by separate checks or money orders payable to **DeKalb County Board of Education**. Payments must be received with the property completed use agreement and necessary insurance documents by the DCSD Chief Operations Officer for final approval **at least four (4) weeks in advance of the event/program start date**. Principals/Administrators and the representative of the organization will be notified via email if there are any issues preventing final approval.

The sale, use or possession of alcohol is prohibited on any school property requested for use through this agreement. No construction shall be made on school property by any group, nor any alterations made to existing school facilities, except when written permission from the Office of the Superintendent is secured. All state and local laws, statutes, ordinances and codes shall be strictly observed. Failure to do so shall constitute a breach of this agreement and all rights to continued use of the facility will be revoked immediately. Labor charges to cover any expected overtime to be worked by a DCSD custodial employee for an event or events may not be waived. Payments made for use and to cover labor charges are made in anticipation of the use and will not be reduced or returned upon cancellation of a scheduled event or events by an outside organization due to any reason, including weather. Upon final approval, payments are final and non-refundable. Requesting Organization must be a registered entity with the Georgia Secretary of State.

The Requesting Organization acknowledges the terms and conditions for use of DCSD facilities and fields referenced in this agreement and in Board Policy KG and contractually obligates itself to adhere to them. Additionally, the Requesting Organization specifically obligates itself to the payment, indemnity and insurance requirements contained in this agreement.

We would like to discuss obtaining a letter of intent on memorandum of understanding with DeKalb County,
 Karen Gravel, AIA
 Organization's Representative (Print Name)
 Board member/Equities, Chair
 Title
 Revised July 4, 2012
 PL... .. 404-786-3540

Carin M. Gaul
 Representative's Signature
 Date *Jan 9, 2012*
 Email Address _____

SIGNATURE OF CHIEF OPERATIONS OFFICER IS NECESSARY FOR FINAL APPROVAL FOR ANY REQUESTED USE OF DCSS FACILITIES.

Chief Operations Officer: _____ Date: _____