



To submit a Facility Request, see below!

Internal (Staff) Facility Request(s) Use Link Below

<https://pikek12.incidentiq.com/>

Once logged in go to the “New Ticket” tab and choose “Event Reservations” and follow the prompts.

External Facility Request(s) Submit a Facility Request Form

[FacilitiesUseRequest.pdf](#)

***Please email the form, insurance, and details to the
Director of Logistics:**

Kevin Huffstetler at huffstk@pike.k12.ga.us

Use of School Facilities Policy Link Below

[Policy Listing](#)

External Entity Rental Fees

PCS District Facility Rental Fees for External Events/Request	
Type of Fee	Fee Cost
Facility Use Per Day	\$250
Auditorium Use Per Day	\$1,000
Custodial Cleaning Per Day	\$200
Supervision Half Day (under 5 hrs)	\$125
Supervision Whole Day (5+ hrs)	\$200
Security	\$40 Per Hour
Tech, Lights, and Sound Help	\$250
<i>Fees are determined by the building administrator and may be waived under certain circumstances, subject to their approval</i>	

For any questions or concerns please contact our Director of Logistics, Kevin Huffstetler at 770-567-3536 EX: 1023

(Internal and External Requests will go through an approval process before being approved on the school/district calendar.)