

**Application and Agreement for Use of District Property**

*NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.*

Name of Sponsoring Organization/Activity _____		Telephone _____
Representative's Name _____		
Address _____		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input type="checkbox"/> gymnasium	<input type="checkbox"/> cafeteria/kitchen
<input type="checkbox"/> stadium	<input type="checkbox"/> media center/library	<input type="checkbox"/> CTC conference room
<input type="checkbox"/> catering kitchen	<input type="checkbox"/> classroom(s) _____	<input type="checkbox"/> other, specify _____
Is the organization planning to use District-owned equipment?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, specify equipment _____		Operator's Name _____
Is the organization planning to conduct sales on school premises?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, give a complete description of what is being sold and how the proceeds will be used. _____		
Building/school/facility _____		
Purpose _____		
Date(s) requested _____		Time(s) Requested _____
Will public be admitted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will advertisement(s) be used?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will admission be charged?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**When using school facilities, this organization agrees to observe the following:**

1. **To schedule with the building Principal/designee at least two (2) weeks prior to use** It is understood that the Superintendent/designee may cancel the use of the facility at any time such use interferes with regular school activities.
2. **To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. **To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.

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4. **To abide by the requirements of Board policies 05.3 and 05.31 (see attached) prohibiting the use of tobacco.** Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.

The use of tobacco products, alternative nicotine products, or vapor products as defined in KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week in any building, and on any property owned or operated by the Board. This will apply to indoor and outdoor facilities, inside Board owned vehicles, stadiums/athletic fields and during school-sponsored trips and activities.

5. **To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity** or ensure approval for future applications.

**FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities. – Three (3) hour minimum required.

Property Used	Elementary School	Middle School	High School
<b>Gymnasium</b>	\$50 for first 3 hours \$10 for each additional hour	\$100 for first 3 hours \$25 for each additional hour	\$200 for first 3 hours \$25 for each additional hour
<b>Auditorium</b>		\$200 for first 3 hours \$25 for each additional hour	\$200 for first 3 hours \$25 for each additional hour
<b>Cafeteria – Kitchen</b> <input type="checkbox"/> <b>Both</b>	Kitchen \$100 for first 3 hours \$25 for each additional hour Cafeteria \$50 \$25 for each additional hour	Kitchen \$100 for first 3 hours \$25 for each additional hour Cafeteria \$50 \$25 for each additional hour	Kitchen \$100 for first 3 hours \$25 for each additional hour Cafeteria \$50 \$25 for each additional hour
<b>Media Center/Library</b>	\$75 for first 3 hours \$10 for each additional hour	\$75 for first 3 hours \$25 for each additional hour	\$75 for first 3 hours \$25 for each additional hour
<b>Classroom(s) Number: _____</b>	\$50 for first 3 hours \$10 for each additional hour	\$50 for first 3 hours \$10 for each additional hour	\$50 for first 3 hours \$10 for each additional hour
<b>Stadium</b>		\$500 for first 3 hours \$100 for each additional hour	\$500 for first 3 hours \$100 for each additional hour
<b>CTC Conference Room</b>			\$300 for first 3 hours \$50 for each additional hour Linen service not provided
<b>CTC Catering Kitchen</b>			\$100 for first 3 hours \$25 for each additional hour
<b>Other Property</b>	To be determined as needed		

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**FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities. – Three (3) hour minimum required.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____ _____				
<b>TOTAL PERSONNEL CHARGE</b>				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
<b>Gymnasium</b> at _____ school				
<b>Auditorium</b> at _____ school				
<b>Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both</b> at _____ school				
<b>Media Center/Library</b> at _____ school				
<b>Classroom(s) Number _____</b> at _____ school				
<b>Stadium</b> at _____ school				
<b>CTC Conference Room</b> <b>Catering Kitchen</b>				
<b>Other Property</b> at _____ school				

\_\_\_\_\_  
*Signature - Representative of User Group*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature - Superintendent/designee*

\_\_\_\_\_  
*Date*

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, SCHEDULED ACTIVITIES MAY BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

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<b>For Office Use Only - To be Completed by School Official</b>		
Cost for use of District property \$ _____	Cost for school employee \$ _____	Total cost \$ _____
Deposit \$ _____	Is deposit refundable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Deposit Received _____	Balance Due \$ _____	
Board employee(s) assigned: _____		
Board Action Date, if applicable _____	Board Order # _____	

Review/Revised:3/19/2018