

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies to the School Principal 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 School Principal. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity Carroll Co. Relay for Life Telephone 502-525-3571

Representative's Name Hayley Franklin

Address 912 Highland Ave. Carrollton, KY

The above organization/individual requests the use of:

- auditorium gymnasium dining room/kitchen stadium
- classroom(s) _____ other, specify Hallways in main lobby

Is the organization planning to use District-owned equipment? YES NO

If yes, specify equipment _____ Operator's Name _____

Is the organization planning to conduct sales on school premises? YES NO

If yes, give a complete description of what is being sold and how the proceeds will be used.

Relay for Life merchandise

Building/school/facility CCMS

Purpose "Princess Day"

Date(s) requested April 19th (Saturday) Time(s) Requested 9am-3pm

Will public be admitted? YES NO

Will advertisement(s) be used? YES NO

Will admission be charged? YES NO

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

1. To schedule with the building Principal the time(s) District property is to be used. It is understood that the Superintendent/designee may cancel the use of the room or building 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 that is not school-related may be required to procure sufficient liability insurance to indemnify the Board, school officers, and employees for any injuries or property damage that might occur during the organization's use of the facilities. 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.
4. **To abide by the requirements of Board Policies 05.3 and 05.31 (see attached).** 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.
5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

ASKING for fees to be waived - as they

SCHOOL FACILITIES

05.31 AP.21 have in the past.

(Continued)

More documentation available upon request.

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Fee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities.

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

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

Signature - Representative of User Group

Feb. 17th, 2014
Date

Signature - Superintendent/designee

Date

In the event school is closed due to weather conditions, all scheduled activities, with the

exception of dinner meetings, will be canceled and opportunity to reschedule or refund usage fee(s) will be made.

SCHOOL FACILITIES · 05.31 AP.21
(Continued)

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For Office Use Only—To Be Completed by School Official

Cost for use of District property \$ _____ Cost for school employee \$ _____ Total cost \$ _____

Deposit \$ _____ Is deposit refundable? Yes No

Date Deposit Received _____ Balance Due \$ _____

Board employee(s) assigned: _____

Board Action Date, if applicable _____ Board Order # _____

Review/Revised:7/21/11