

Request for Rental/Use of Facilities Application**Dorman Products**

NAME OF REQUESTING ORGANIZATION

Dan HambrickPERSON WHO WILL BE PRESENT AND
SUPERVISING**Gym & Cafeteria**

AREA OF THE FACILITY

9/21/2013DATE(S) THE FACILITY IS REQUESTED
FROM 7 A.M., P.M. TO 4 A.M., P.M.

THE REQUEST AREA(S) OF THE FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES:

Dorman Company PicnicIs the organization planning to conduct sales on school premises? **No**APPROXIMATE #OF PERSONS: **750**☒

I request waiver of the rental fee.

☐

I request wavier of the charge for custodian.

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	1	4		
School Nutrition Employees				
Other				

Facility/Equipment Fee \$

Personnel Cost \$

Insurance Cost \$

Total Cost

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility and acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity. I understand that tobacco use is prohibited 24 hours a day, 7 days a week on school owned property, in school vehicles and buildings as established in policy 05.31


 SIGNATURE OF PERSON MAKING REQUEST
 ON BEHALF OF THE ORGANIZATION

Address

25 Dorman Drive**8/29/2013****Home 859-982-2700****Work 859-283-4896**

DATE

TELEPHONE

In the event school is closed due to weather conditions, all scheduled activities, with the exception of dinner meetings, will be cancelled and opportunity to reschedule or refund rental fee(s) will be made.

AREA BELOW FOR OFFICIAL USE ONLY

Martha Sebring for Café Requests

Date

Jon Jones/Linda Edmondson for Gym Requests

Date

Keith Howard for Auditorium Requests (High School)

Date

Principal

Date

Superintendent

Date

☐ Approved☐ Not Approved☐ Approved☐ Not Approved

Board Chairperson

Board Meeting Date

Review/Revised: 7/25/11