

Request for Rental/Use of Facilities Application

NAME OF REQUESTING ORGANIZATION

Jason AlexanderPERSON WHO WILL BE PRESENT AND
SUPERVISING

Elementary School Gymnasium

AREA OF THE FACILITY

Every Wed. 7 to 9 until the end of March

DATE(S) THE FACILITY IS REQUESTED

FROM ☐ A.M., P.M. TO ☐ A.M., P.M.

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

Basketball - A small group of older men in the community.Is the organization planning to conduct sales on school premises? **no**APPROXIMATE #OF PERSONS: **10**

I request waiver of the rental fee.



I request waiver 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	0			
School Nutrition Employees	0			
Other	0			

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

2455 Hwy 184, Ghent, KY 41045

Address

1/14/15

Home 502-525-7969

Work

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 Caf  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