

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 <u>Marion Co. Distinguished Young Women</u>		Telephone <u>270-849-4599</u>
Representative's Name <u>Michelle Pierce</u>		
Address <u>1560 W. Finley Ridge Rd. Campbellsville, KY 42718</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____		
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" 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 checked="" type="checkbox"/> NO		
If yes, give a complete description of what is being sold and how the proceeds will be used. _____		
Building/school/facility <u>Lebanon Elem. School</u>		
Purpose <u>Distinguished Young Women of Marion County</u>		(Parent Meeting)
Date(s) requested <u>Sunday, April 12, 2015</u>		Time(s) Requested <u>1-4 pm</u>
Will public be admitted? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Will advertisement(s) be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Will admission be charged? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

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

- 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.
- 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.
- 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.
- 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.

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Name of Sponsoring Organization/Activity <u>Marion Co. Distinguished Young Women</u> Telephone <u>(270) 849-4549</u>	
Representative's Name <u>Michelle Pierce</u>	
Address <u>1560 W. Finley Ridge Rd Campbellsville, KY 42718</u>	
The above organization/individual requests the use of:	
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input checked="" type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input checked="" type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input checked="" 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 checked="" type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. _____	
Building/school/facility <u>Marion Co. High School</u>	
Purpose <u>Distinguished Young Women</u>	
Date(s) requested <u>Mar. 11 - Aug 2, 2015</u>	* See attached schedule Time(s) Requested _____
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO * various dates for parents/public.
Will advertisement(s) be used?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Will admission be charged?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Aug 1, 2015 ticket sales

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 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.
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.



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

**NOTE:** Please complete this form and submit it to the Principal/designee for approval. If the application is approved, a copy of the signed agreement will be returned to the using organization. The organization shall be kept on file at the school. An official rental contract shall be used in cases where admission is charged or the event has been designated a high-risk event by the Superintendent or Facilities Director.

Name of Sponsoring Organization/Activity <u>Leadership Lebanon</u>		Telephone <u>(270) 699-2666</u>
Representative's Name <u>Carly L. Terrell</u>		
Address <u>2158 Campbellsville Rd., Lebanon, Ky. 40033</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input type="checkbox"/> dining room
<input type="checkbox"/> classroom(s)	<input type="checkbox"/> other, specify _____	<input type="checkbox"/> kitchen
<input type="checkbox"/> stadium		
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If yes, specify equipment _____ Operator's Name _____		
Is the organization planning to conduct sales on school premises? <input checked="" 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. _____		
<u>concessions, pizza</u>		
Building/school/facility <u>MCHS, Glasscock, Lebanon Middle School</u>		
Purpose <u>Charity 3-on-3 basketball tournament</u>		
Date(s) requested <u>Feb. 28 (BES, LMS) &amp; MCHS on March 3 (6:30pm - 8:30pm)</u>		
Time(s) Requested <u>2/28 (9am - 1:30) &amp; 5/3 (6:30pm - 8:30pm)</u>		
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will admission be charged?
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Is this a high-risk activity? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
(If "yes", an insurance request form must be filed ten (10) working days prior to the event.)		

When using school facilities, this organization agrees to observe the following: (Please initial after reading each section.)

- To schedule with the Principal/designee the time(s) District property is to be used. It is understood that the Principal/designee may cancel the use of the room or building at any time such use interferes with regular school activities. ☒ yes
- 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 as specified by the District's insurance carrier for special events insurance coverage. 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 to indemnify and save harmless the Board from any loss or damage thereby. ☒ Curneal & Hignite Insurance Inc.
- 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 mar ☒ yes
- 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. ☒ yes
- To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity. ☒ yes