

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>Working the Puzzle</u>		Telephone <u>570-402-2025</u>
Representative's Name <u>Lisa Nally-Martin</u>		
Address <u>179 Meadow Lane, Lebanon, KY 40033</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input checked="" type="checkbox"/> gymnasium	<input checked="" type="checkbox"/> dining room
<input type="checkbox"/> classroom(s)	<input type="checkbox"/> kitchen	<input type="checkbox"/> stadium
<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 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>Autism awareness</u>		
<u>Items include t-shirts, etc</u>		
Building/school/facility <u>Lebanon Middle School</u>		<u>* rain site only</u>
Purpose <u>Autism Walk</u>		
Date(s) requested <u>April 18, 2015</u>		Time(s) Requested <u>10-1</u> <u>but need setup & cleanup after</u>
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will admission be charged? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Is this a high-risk activity? <input type="checkbox"/> YES <input checked="" 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. DM
- 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 through the Kentucky School Boards Insurance Trust 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 in the Kentucky School Boards Insurance Trust 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. DM
- 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 DM r.
- 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. DM
- To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity. DM

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 BY: JP