

**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>KYTC</u>		Telephone <u>270-766-5066</u>
Representative's Name <u>Larry Krueger</u>		
Address <u>6341 E Dixie Hwy Elizabethtown KY 42701</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium	<input type="checkbox"/> gymnasium	<input checked="" 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 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>West Marion Elementary School</u>		
Purpose <u>Public Meeting for KY49 Spot Improvements</u>		
Date(s) requested <u>10-29-15</u>		Time(s) Requested <u>5-8 pm</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. LK
- 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. LK
- 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 LK 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. LK
- To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity. LK

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	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians	0			
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 checked="" type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at <u>West Marion Elementary</u> school	—	—	—	—
Classroom(s) Number(s) _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

*James A. Brumager* KYTC  
Signature - Representative of User Group

9-23-15  
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 RENTAL FEE(s) WILL BE MADE.

**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 # \_\_\_\_\_