



**FLOYD COUNTY BOARD OF EDUCATION**  
**Henry Webb, Superintendent**  
**106 North Front Avenue**  
**Prestonsburg, Kentucky 41653**  
**Telephone (606) 886-2354 Fax (606) 886-8862**  
**[www.floyd.kyschools.us](http://www.floyd.kyschools.us)**

**Jeff Stumbo, Chair - District 3**  
**Linda C. Gearheart, Vice-Chair - District 1**  
**Dr. Chandra Varia, Member - District 2**  
**Rhonda Meade, Member - District 4**  
**Sherry Robinson- Member - District 5**

**Date: October 5, 2016**

**Action/Discussion Item:** Request for Floyd County Board of Education to approve the Memorandum of Agreement with Big Sandy Community and Technical College for facility usage which includes student events, instructional or professional learning meetings from this date forward unless the district decides to discontinue this agreement.

**Applicable State or Regulations:** Board policy requires that use of facilities that requires an agreement to be signed, must be approved by the board of education.

**Background and Rationale:** The use of outside facilities for student events and meeting is sometimes necessary. This facility will accommodate a large group and has internet access to accommodate several people at one time.

**Recommended Action:** Approve the facility use agreement between Floyd County Board of Education and Big Sandy Community and Technical College.

**Contact Person(s):**

  
Director

  
Superintendent

**BIG SANDY COMMUNITY AND TECHNICAL COLLEGE**  
**Memorandum of Agreement**  
**Facility Use**

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

*Big Sandy Community and Technical College facilities shall be used only for educational, cultural or charitable purposes, or other purposes consistent with the role of the college as determined by the College President or his designee with adherence to Kentucky Community and Technical College system policies.*

Specifically, BSCTC facilities shall not be used for meetings, conventions, rallies, or any campaign activities that would further the interests of a political party or of a candidate or candidates for public office. Further, the facility shall not be used to advance or inhibit religion.

**APPLICANT INFORMATION:**

Name or Agency: <u>Floyd County Schools</u>			
Address: <u>106 North Front Ave, Prestonsburg, Ky. 41653</u>			
Type: Individual <input type="checkbox"/>		Corporation <input checked="" type="checkbox"/>	Tax ID No. <u>B-371</u>
Government <input checked="" type="checkbox"/> Federal    State    Local		Not for Profit <input type="checkbox"/> 501 (c)(3) No. _____	
Contact Person: <u>Lola B. Ratliff</u>		Phone: <u>606-886-4557</u>	

**Event Information**

Date of event: Feb. 1<sup>st</sup>      Location: Gearheart Auditorium  
Type or Title of Event District Spelling BEE  
Description of Event The event brings all school spelling bee winners together for a district championship.  
Projected attendance: 50  
Will there be an admission/registration fee? \_\_ yes Xno.  
If yes, amount \$ \_\_\_\_\_

## FEES

<u>For profit and private organizations</u>	<u>Per Hour</u>
Gazebo	\$25
Grounds	\$25
Classroom	\$50
Conference Room	\$75
Computer Lab	\$100
ITV Classroom	\$100
Atrium	\$100
Johnson Bldg. Conference Rm	\$125
Varia Auditorium	\$150
Gearheart Auditorium	\$150
<i>If required</i>	
Sound/lighting Technician	\$50
Custodial Services	\$30
<i>Special Room Setup</i>	<i>\$50 one-time charge</i>
Science Center Birthday Party	\$100-\$200 for event
<b>Rates for governmental and non-profit organizations will be negotiated.</b>	

FEES TO BE CHARGED	Rate per Hour	# of Hours	Charge
Facility Space_____			
Custodian			
Special Setup			
Technician			
Total Charge			

## GENERAL POLICIES

**The inclusion of alcoholic beverages in the activity is not allowed.**

### CUSTOMER RESPONSIBILITY

Groups using BSCTC's facilities are responsible to leave the facilities free of debris with furnishings arranged as found upon arrival and trash placed in appropriate receptacles. **Any customer or group using a college facility shall take proper care of the facility and its equipment and shall be financially responsible for any damage thereto during use resulting from abuse or neglect.**

### CAMPUS GROUNDS/PARKING

Permission is required for the use of campus grounds. For the safety of everyone, all activities must be well away from campus entrances and all vehicles must be parked in a parking lot. Vehicle must not be parked on the grass at any time. Vehicles which are not parked in designated areas may be towed at owner's expense. At no time may vehicles be driven on the lawns or sidewalks. Vehicles parked illegally in handicapped, yellow curbed, or yellow striped areas will be towed at the owner's expense.

### BUILDINGS

Displays may be located in public areas only with advance college approval. Such displays may not be fastened to any part of the building. Customers will be able to bring in their own supplies such as flip charts or easels to display standard equipment, otherwise such equipment can be rented from the college. The displays may be limited by the College and must be located so as not to interfere with crowd movement, college signs or posters. Any unauthorized advertising matter will be removed. **Decorations or displays shall be exhibited without defacing buildings or grounds and shall be subject to the supervision and approval of the college. Use of nails, tacks, screws, tape or other adhesives on walls is not permitted. The use of candles must be pre-approved by Director of Facilities.**

**Props or backgrounds may be placed on the stage or banquet rooms only with advance approval of the Director of Facilities.** The customer shall also leave the auditorium stage and stage area after final use, unless permission is given for a longer storage period. If areas are not cleared within the designated period, the College will employ a crew for this purpose and bill the Customer.

### SMOKING

Big Sandy Community and Technical College campuses are now Tobacco Free. "Tobacco Free" means that the use of tobacco products is prohibited on all campuses at Big Sandy Community and Technical College including all grounds, buildings, parking areas, and vehicles. This includes electronic delivery devices.

### FOOD

Food and drinks are permitted only in designated areas. No refreshments shall be taken into computer labs, classrooms, ITV rooms, lecture halls, or stage area.

### SAFETY

**Passageways or Exits** shall not be blocked, locked or bolted while the facility is in use. Exits must be clearly visible at all times. All regulations shall be in accordance with the local, state and College regulations and shall be enforced by the College staff.

### **DEADLY WEAPONS**

Deadly weapons are strictly prohibited on college property. For KCTCS policy on deadly weapons refer to KCTCS Administrative Policy 3.3.23. Also, refer to KRS 237.110, 500.800, and 527.070.

### **PETS ON CAMPUS**

Dogs, pets and other animals are not permitted within a KCTCS owned or leased building at any time. This policy applies to auditoriums, cafeterias, grills, other eating areas, classroom and offices. Service or therapy animals, provided they are properly trained and harnessed in conformity with local ordinances, accompanying persons with disabilities will be permitted.

### **INFLATABLES**

Party inflatables, of any type or configuration, are not allowed on the property of Big Sandy Community and Technical College without a specific addendum to this MOU.

### **EQUIPMENT USE**

The use, maintenance and operation of any lighting and sound system is restricted to **authorized personnel only**. Any equipment, including a lighting system, sound system, video or additional stage equipment brought in by user groups, must have prior approval. The Customer shall not install or plan to install any wires or electrical or other appliances, without written consent.

### **INSURANCE**

Proof of general liability insurance with Big Sandy Community and Technical College named as an additional insured must be provided two weeks prior to the event. Any support services employed or used by the user must meet same insurance requirements, e.g. caterers, disk jockeys, decorators, event companies, etc.

### **FINANCIAL DATA AND TERMS**

The fee for the use of facility, and support if required, shall be \_\_\_\_\_, payable two weeks in advance of the event. Payment is to be made to Big Sandy Community and Technical College

**NOTE: IN THE EVENT THE COLLEGE IS CLOSED DUE TO WEATHER CONDITIONS, OR OTHER UNFORESEEN CIRCUMSTANCES, ALL SCHEDULED ACTIVITIES WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND USE FEE(S) WILL BE MADE.**

Big Sandy Community and Technical College is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor.

By signing this document, the user below agrees to abide by and enforce all provisions and conditions contained within.

_____	_____ User
Date	
_____	_____
John A Herald, Director of Facilities	Date