

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

**NOTE:** Please complete this form and submit 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 as a contract

|                                                                                                                                                                                                                                                        |                                         |                                                                     |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------|---------------------|
| Name of Sponsoring Organization/Activity                                                                                                                                                                                                               | <u>Little League Baseball</u>           | Telephone                                                           | <u>270 764 5425</u> |
| Representative's Name                                                                                                                                                                                                                                  | <u>Bill McNamara / Jim Parks</u>        |                                                                     |                     |
| Address                                                                                                                                                                                                                                                | <u>228 E Main Street</u>                |                                                                     |                     |
| The above organization/individual requests the use of: Building/school/facility <u>SLES</u>                                                                                                                                                            |                                         |                                                                     |                     |
| <input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium<br><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 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>tickets, concessions</u>                                                                                                                                                                                                                            |                                         |                                                                     |                     |
| Building/school/facility representative to be on site                                                                                                                                                                                                  |                                         | <u>Bill McNamara Jim Parks</u>                                      |                     |
| Purpose <u>Little League Baseball Games</u>                                                                                                                                                                                                            |                                         |                                                                     |                     |
| Date(s) requested <u>8-20-17 - 11-1-17</u>                                                                                                                                                                                                             |                                         | Time(s) Requested _____                                             |                     |
| 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 checked="" type="checkbox"/> YES | <input type="checkbox"/> NO                                         |                     |

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

- To schedule with the Principal/facility representative 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.
- To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.**

**Application and Agreement for Use of District Property****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             |                         |            |                                     |       |
| Food Service Employees |                         |            |                                     |       |
| Supervisory Personnel  |                         |            |                                     |       |
| Other _____            |                         |            |                                     |       |
| TOTAL PERSONNEL CHARGE |                         |            |                                     |       |

| Property Used                                                                                                                      | Facility/<br>Equipment<br>Fee | Personnel<br>Cost, if<br>applicable | Insurance<br>cost, if<br>applicable | Total Cost<br>for Facility<br>Use |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| Gymnasium<br>at <u>South Livingston</u> school                                                                                     |                               |                                     |                                     |                                   |
| Auditorium<br>at _____ school                                                                                                      |                               |                                     |                                     |                                   |
| Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both<br>at _____ school |                               |                                     |                                     |                                   |
| Classroom(s) Number _____<br>at _____ school                                                                                       |                               |                                     |                                     |                                   |
| Stadium<br>at _____ school                                                                                                         |                               |                                     |                                     |                                   |
| Other Property<br>at _____ school                                                                                                  |                               |                                     |                                     |                                   |

Bill Malt

Signature - Representative of User Group

8-18-2018

Date

Bucky Nunning

Signature - Principal/designee

8-23-17

Date

\_\_\_\_\_  
Signature - Superintendent/designee\_\_\_\_\_  
Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES MAY BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

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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 # \_\_\_\_\_

Review/Revised:7/11/2016