

Request for Rental/Use of Facilities Application

Jason Alexander

NAME OF REQUESTING ORGANIZATION

(Click here to enter text.)

PERSON WHO WILL BE PRESENT AND SUPERVISING

Elementary School Gymnasium

AREA OF THE FACILITY

Every Saturday Nov. to Mar.

DATES THE FACILITY IS NEEDED

TIME 5-10 pm

FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES Men's Basketball League

IS THE ORGANIZATION PLANNING TO CONDUCT SALES ON SCHOOL PREMISES? ☐ yes ☐ no

APPROXIMATE NUMBER OF PERSONS: 100

☒ I request waiver of the rental fee☒ I request waiver of the charge for custodianFee 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	0			
School Nutrition Employees	0			
Other	0			

Facility/Equipment Fee \$

Personnel Cost \$

Insurance Cost \$

Total Cost \$

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility and acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity. I understand that tobacco use is prohibited 24 hours a day, 7 days a week on school owned property, in school vehicles and buildings as established in policy 05.31

SIGNATURE OF PERSON MAKING REQUEST

ADDRESS 2455 Hwy 184, Ghent, KY 41045

ON BEHALF OF THE ORGANIZATION

DATE 10/9/017

PHONE NUMBER 502-525-7969

In the event school is closed due to weather conditions, all scheduled activities with the exception of dinner meetings will be cancelled and opportunity to reschedule or refund rental fees will be made

AREA BELOW FOR OFFICIAL USE ONLY

Martha Sebring for Café Requests

Date

Don Allnutt/Linda Edmondson for Gym Requests

Date

Scott Reed/Leah Webster for Auditorium Requests

Date

Media Specialist for Media Center

Date

Principal

Date 10/9/17

Superintendent

Board Chairperson

Date

☐ Approved ☐ Not Approved