

SCHOOL FACILITIES

RECEIVED  
OCT 03 2017  
Bd Approval  
05.31 AP.21  
MCPD

Application and Agreement for Use of District Property

**NOTE:** Please complete this form and submit it to the Superintendent/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.

Working the Puzzle for  
Name of Sponsoring Organization/Activity Autism, Inc Telephone 270-699-2697  
Representative's Name Lisa K. Nally-Martin  
Address 179 Meadow Lane, Lebanon, KY 40033  
The above organization/individual requests the use of:  
☐ auditorium ☒ gymnasium ☐ dining room ☐ kitchen ☐ stadium  
☐ classroom(s) ☒ other, specify foyer  
Is the organization planning to use District-owned equipment? ☐ YES ☒ NO  
If yes, specify equipment \_\_\_\_\_ Operator's Name will need tables and chairs  
Is the organization planning to conduct sales on school premises? ☒ YES ☐ NO  
If yes, give a complete description of what is being sold and how the proceeds will be used. Autism awareness items including t-shirts, scarves, silent auction items  
Building/school/facility Marion County High School (alternate site in case of rain)  
Purpose Autism Walk  
Date(s) requested April 21, 2018 Time(s) Requested 10:00am-1:00pm *need time to set up and clean up after*  
Will public be admitted? ☒ YES ☐ NO Will admission be charged? ☐ YES ☒ NO  
Will advertisement(s) be used? ☒ YES ☐ NO Is this a high-risk activity? ☐ YES ☒ 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 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. 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.
- 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