

Reporting Form for Employee Extra Pay

SCHOOL _____

ACTIVITY/ORGANIZATION _____

DESTINATION _____

(Bus Drivers)

DATE FACILITY USED _____

SCHOOL EMPLOYEE TO BE PAID _____

Facility/Activity (Check one)	
Athletic Field	_____
Gym	_____
Auditorium	_____
Cafeteria	_____
Bus	_____
Admissions	_____

SIGNATURE _____ SIGNATURE _____

(Employee)

(Principal)

COST CALCULATION FOR THIS AGREEMENT:

Hours Paid _____ X \$ _____ = \$ _____

(rate of pay)

Utility Fee _____ X \$ 20.00 per hour = \$ _____

Mileage Fee _____ X \$ 1.30 per mile = \$ _____

Athletic Field Lighting _____ X \$50.00 per hour = \$ _____

TOTAL DUE \$ _____

ACTIVITIES LEGEND PAY TO BOARD EMPLOYEE PAY (less deductions)

Building Supervisor

Cafeteria Workers*

Bus Drivers

Admissions Employees

SCHEDULE TO BE CALCULATED EACH YEAR

*Custodial fees for Priority II (school-related) groups will be as follows:

Friday, Saturday and Sunday: 5 hours or less = 2 hours custodial fee, 5 hours or more = 3 hours custodial fee

(Additional custodial fee per hour may be required as needed after the event.)

The difference in the amount due the Board and employee pay is to cover the cost of matching social security, retirement, unemployment tax and worker's compensation.

***When cafeteria workers are being paid, two (2) sets of forms must be completed:**

1. One form for utility costs submitted to Board of Education accompanied by check or cash.
2. Second form for employee paid-submitted to School Cafeteria Account accompanied by cash or check.

PROCEDURE FOR SUBMITTING MONEY, REPORTING FORMS, BUILDING USE FORMS, AND TIME SHEET TO BOARD OFFICE:

1. Money, Reporting Form, Building Use Forms and timesheets must be submitted together to the Finance Department, Accounts Receivable. Submit Reporting form in duplicate.
2. The above is to be submitted to Accounts Receivable no later than the 25th of the month.

Building Use Form PD Center

**POLICIES: AGREEMENT FOR USE OF PD CENTER MEETING ROOMS
HENDERSON COUNTY SCHOOLS
HENDERSON, KY 42420**

This lease/rental agreement is between Henderson County Schools (the owner) and _____

_____, the leaser/renter, to use on _____,
(Name of the requesting organization/group)

_____ in the amount of \$ _____
(Specific date requested) (Rental fee, if applicable)

which allows for access between the hours of _____
(Please include time for set-up and clean-up)

Purpose of this activity (please be specific): _____

1. Henderson County Schools supported groups have first priority. Henderson County School organizations and activities include, but are not limited to: Board meetings, Principal meetings, District committees, FRYSC activities and meetings, department meetings, school sponsored activities and meetings, and professional development activities. Non-Henderson County School groups will be considered as “outside groups”.
2. Henderson County School groups may reserve meeting space up to one (1) year in advance. The PD Center staff reserves the right to re-locate any group as needed. Henderson County School supported groups have first priority to meeting space. Outside groups may reserve meeting space, up to three (3) months in advance, with the approval of Henderson County Schools.
3. Use of the facilities is limited to educational and/or business meeting related to education, youth development, literacy, family strengthening, and community partnerships. Private parties, family reunions, receptions, showers, dances, etc., are examples of events that are not allowed. Regardless of the unique qualifier for the individual group/organization, Henderson County Schools serve all people regardless of race, color, age, sex, religion, disability, or national origin. The responsible person for the meeting is expected to meet any specific needs for those in attendance.
4. A \$100.00 “Facility Deposit” is required no less than thirty (30) days prior to the planned event for all profit and non-profit groups wishing to utilize the PD Center facilities. If the space is left in satisfactory condition, the deposit will be returned to the renter. If the deposit is not presented to the PD Center staff, the meeting space will not be held for the requested date. No-shows, without cancellation fourteen (14) days prior to the meeting, will forfeit the return of the deposit.
5. Rental fees are assessed to those groups who are not considered to be a “Henderson County Schools sponsored activity” at the following rates:

Up to 10 people in the group:	\$25.00 for up to 4 hours \$50 for over 4 hours*
10-25 people in the group:	\$50.00 for up to 4 hours \$100.00 for over 4 hours*
25-50 people in the group:	\$75.00 for up to 4 hours \$150.00 for over 4 hours*
Over 50 people in the group:	\$100 for up to 4 hours \$200 for over 4 hours*
Use of the Kitchen:	Additional \$25.00 per use/day

(* - in a 24 hour time frame, or any one day)

Building Use Form PD Center

6. Renter agrees to pay for any losses or damages to the premises and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in, on, or about the premises which are damaged or destroyed through the willful or negligent act or acts of the part of the renter, its employees, agent, invitee, guests, or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. All repairs will be arranged for by Henderson County Schools.
7. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she has full authority to act in behalf of the renter in the execution of this lease agreement.
8. The owner (Henderson County Schools or the Board of Education) assumes no risk. The renter releases the owner of any and all liability for damages, injury, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said owner from any damage, injury, or loss from any cause, whosoever, arising in or out of said party of the renter's use or occupancy of the building or premises, including any goods, merchandise, fees for attorneys and litigation, machines, etc. left on the premises.
9. No sign, poster, advertisement, notice, or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of the building, except door glass. Do not tape, pin, nail, or tack anything on walls, facings, or wooden doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures, or doors. Easels are available upon prior request.
10. Renter furnishes all equipment and program materials, as well as their own table covers, eating utensils, paper products, cleaning items, towels, dish cloths, food condiments, etc. PD Center supplies in building are not to be used unless otherwise specified. Garbage bags will be furnished. Trash should be placed in the appropriate receptacles.
11. Renter is responsible for the set up of the facility. Renter is not to pull, drag or scoot tables, chairs, or furniture. Please pick up chairs and tables when they need to be moved. Please clean up after your group, removing all trash from the floors, tables, and counters. ROOM SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.
12. No alcoholic beverages or illegal drugs, etc., are allowed on the premises. Use of tobacco including alternative nicotine products and vapor products is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property, including stadiums/athletic fields.
13. Henderson County Schools staff will have reasonable access to the premises during the term of this lease agreement. Rental/use of the facility will not interfere with any District activity or disrupt the operation of the school. Limited parking during school hours is available. There is no parking permitted in the bus lane or child pick up area.
14. Policies are subject to change at any time without written notice.
15. In all cases of disagreement arising herein, the statutes and laws of the Commonwealth of Kentucky shall govern. And, the renter further states that he/she does not intend to, and will not, use said premises for any other purpose that will constitute any violation of city, county, state, or federal laws. Will not allow immoral or illegal activity and shall observe fire and safety regulations.
16. Meeting space policy questions can be directed to the Professional Development Center by contacting ~~Marilyn Schwaller~~ the secretary at 270-854-0050.
17. The leaser/renter agrees to be responsible for any cleanup costs incurred by the owner as a result of the room(s) being left in unacceptable condition. The owner will bill the leaser/renter for these cleanup costs, with payment expected within thirty (30) days of the billing. Any damage to the meeting space(s) or facility shall be in accordance with the statement #6 of this agreement. Proof of liability insurance shall be attached to the PD Center Agreement.

Building Use Form PD Center

- 18. Reservations will be kept by the Henderson County School PD Center staff. Forms are available at the PD Center and available on the Henderson County Schools web page - <http://www.henderson.kyschools.us/>.
- 19. Scheduling will be done on a first come, first serve basis, with any Henderson County Schools supported program receiving priority.
- 20. Requests for use of facilities should be submitted on this form, which may be requested from the PD Center during business hours or accessed through the above listed web page. Telephone requests will be held for a maximum of two (2) working days pending receipt of the signed reservation form. If a for-profit group will be utilizing the facilities, a check for the appropriate rental fees is expected prior to the start of the planned event.
- 21. Refund of payment will be considered, if the planned event is cancelled a minimum of fourteen (14) days prior the planned usage. If Henderson County Schools are cancelled due to weather or emergency (not a day planned in the calendar) then the staff will work with the leaser/renter to reschedule an event.
- 22. By signing this agreement, the responsible party acknowledges and agrees that this organization does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin. Shall complete a statement of compliance with the non-discrimination policy of the Henderson County Schools.
- 23. Approval of the request for use of the PD meeting rooms does not signify District sponsorship, endorsement, or approval of an organization or activity.

Name of rental group/organization: _____

By: _____ Date: _____
(Signature required)

Address _____ City _____ State _____ Zip _____

Phone _____

Received by: _____ Approved by: _____

Key # _____ issued

Facility Deposit Receipt # _____

This check made payable to "Henderson County Schools"

Rental Fee (if applicable) Receipt # _____

This check made payable to "Henderson County Schools"

Building Use Form PD Center

STATEMENT OF COMPLIANCE IN
NONDISCRIMINATING CONDUCT OF
NON-~~H~~HENDERSON COUNTY SCHOOLS SPONSORED GROUPS

This is to certify that

(Organization/Group Name)

does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin.

Signed:

President

Address

Date

Equal Educational and Employment Institution