

## SCHOOL FACILITIES

05.31 AP.21

**Request for Rental/Use of Facilities Application**

The Kentucky Enforcers request that the Gallatin County Board  
 grant \_\_\_\_\_  
 (Name of Organization)  
 the privilege of the use of the Middle School Gym at the  
 (Room or Building)  
Gallatin County on 1-19-19/4-30-19 for the  
 (School) (Date)  
 following purpose: BASKETBALL FUNDAMENTALS for  
GALLATIN COUNTY CHILDREN

If this request is granted, this organization agrees to the following:

1. To arrange with the Principal of the school for scheduling the time that the building may be used. It is also understood that the Principal may cancel the use of the room or building at any time such use interferes with regular school activities.
2. That this organization shall be legally responsible for any and all damage to the school building, grounds or facilities, resulting from their use by this organization.
3. If required, the requesting organization must 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 school facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of this insurance certificate shall be filed with the Board prior to the date the organization uses the building.
4. To hold harmless the Gallatin County Schools from all loss, damage, liability or claims arising out of the "users" operations or use of the premises, except to the extent same are caused by negligence or misconduct of the District.
5. To pay the deposit fee of \$ 250 for the use of  
Gallatin County Middle School Gym  
 (Rate)  
 (Facility)

Groups requesting banquets catered by school staff shall complete the Food Service Contract Page.

Custodians will be assigned as needed and at not less than their regular hourly rate or regular overtime pay with pay beginning thirty (30) minutes before and ending one (1) hour after the event or whenever the facility is in order for school the next day. (See Fee Schedule.)

Food Service staff will be paid for time spent in preparing, serving and after banquet kitchen clean-up.

Payment for school employees shall also include the expense of benefits (social security, retirement and matching retirement) paid by the Board as required by law.

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

6. To provide the necessary equipment. In the case of use of the gymnasium, the organization agrees to provide uniforms and shoes, and to permit on the gym floor only those persons wearing the quality of shoes that will not mark the floor.
7. To leave the building in good condition.
8. To abide by the rules and regulations of the school. Disregard of the rules and regulations governing the use of school buildings and facilities shall result in the refusal of the Board to grant the offending organization further use.
9. If this is a long-term rental, users shall remove all equipment at the conclusion of each day of the rental time.
10. Signage shall only be permitted on school grounds on the day of the event and shall be removed at the conclusion of the event.
11. Applicant organization agrees not to sublease property.
12. The use of drugs or alcoholic beverages shall be prohibited. Tobacco use is prohibited in all District facilities and on District-owned property.
13. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

Are sales to be conducted on school premises? ☐ Yes ☒ No

If yes, give a complete description of what is being sold, when the sale will be held, and what the proceeds will be used for:

<input checked="" type="checkbox"/> I request waiver of the rental fee	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied
<input checked="" type="checkbox"/> I request wavier of the charge for custodian.	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied
<u><i>[Signature]</i></u> Signature - Representative of User Group	<u>1-11-19</u> Date
<u>Kentucky Enforcers</u> Name of Requesting Organization	<u>859-992-2924</u> Phone
<u>10094 Investment Way Florence KY 41042</u> Address	
Approved: <u><i>[Signature]</i></u> Signature - of Principal	<u>1/11/2019</u> Date
Approved: <u><i>[Signature]</i></u> Signature - of Superintendent	<u>1/11/19</u> Date

*Must check with Athletic Director for available dates and times.*

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

<b>Deposit</b>	<b>Location</b>
\$100.00	District Office
\$150.00	GCE school gymnasium: \$100.00 per 3 hours \$25.00 for each additional hour
\$250.00	GCHS, GCMS school gymnasium: \$200.00 per 3 hours \$40.00 for each additional hour
\$300.00	GCHS auditorium: \$300.00 per 3 hours \$100.00 for each additional hour
\$125.00	GCHS, GCMS, GCE cafeteria: \$75.00 per 3 hours \$5.00 for each additional hour
\$50.00	Classrooms at all schools: \$25.00 per 3 hours per classroom (usage at discretion of building principal)
\$0.00	GCHS ball fields: no charge

**PAYMENT PROCEDURES**

1. Deposit fees, which include facility rental and employee charges are payable to the Building Principal at the time the application is made.
2. Additional fees over and above the minimum two (2) hour custodial fees shall be billed to the user by the Central Office.
3. Custodial/food service employees shall indicate their time on separate time sheets, annotating the group and event worked.

Review/Revised:3/20/2018

**Rental Application and Contract****CONDITIONS OF RENTAL**

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Superintendent or the Superintendent's designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
  - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
  - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
  - c. Agreement to observe all fire and safety regulations;
  - d. Agreement that tobacco use and use of electronic cigarettes are prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, and on school-owned property;
  - e. Agreement that alcoholic beverages are prohibited in school buildings or on school grounds;
  - f. Observance that no immoral or illegal activity shall be allowed on the premises;
  - g. The presence of a school custodian at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40 hour week that s/he works for the Board, overtime wages must be paid.
  - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
  - i. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
  - j. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
  - k. Agreement to leave the facilities in as good a condition as before used.

**REFERENCES:**

KRS 162.055; KRS 438.050

OAG 81 295

P. L. 114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICY:**

10.3

Adopted/Amended: 9/9/2013  
Order #: 2013-657