

Facilities Use Request Information

PROCESS:

1. Obtain an Application and Agreement for Use of District Property form (05.31 AP.21) from the School Office.
2. Complete all items on the form with dates and time needed and the facility which is requested.
3. Return completed form with proof of liability insurance certificate to Principal at least one (1) month prior to date(s) requested.
4. Rental rate (Level III and Level IV) is \$150 per day/night plus the cost of a custodian who must be present at the times requested. Custodial wages will be paid by the Board of Education and the organization will reimburse the Board. (Custodial rate will be computed at 1 ½ times hourly rate since this will be overtime plus fixed charges.)
5. Use of facility is based on:
 - a. Principal approval (Level I and II)
Board approval (Level III and IV)
 - b. Availability of school custodian and/or other school personnel
 - c. Availability of proposed site as indicated by building administrator

Level	Group Requesting	Must be Approved by	Fee Charged	Insurance Required
Level I	<u>School Groups</u> – must have a certified employee present	Principal	No Fee	No insurance required
Level II If all students are Mercer Co. students	<u>Student Support Groups</u> i.e., 4H, Scouts, Co. Recreation, Little League, YMCA, Mercer Ed. Foundation	Principal	No Fee (unless custodian works overtime)	Proof of Insurance required \$1 Million bodily injury and \$10,000 property
Level III If it is for a fundraiser and some team members are outside of Mercer Co. OR some of the profits will go outside of Mercer Co.	<u>Community Interest Groups</u> i.e., Civic, Church, Homemakers, Farm Bureau, Historical Society	The Board at a Board meeting Board meetings are the 3rd Thur. of each month. Paperwork due at least 8 days before meeting.	Fee Charged* \$150/day	Proof of Insurance required \$1 Million bodily injury and \$10,000 property
Level IV	<u>Meetings of General Public</u> i.e., community or political groups	The Board at a Board Meeting Board meetings are the 3rd Thurs. of each month. Paperwork due at least 8 days before meeting.	Fee Charged* \$150/day	Proof of Insurance required \$1 Million bodily injury and \$10,000 property

***Fee must be paid seven (7) calendar days in advance via money order made out to Mercer County Schools and delivered to 530 Perryville St., Harrodsburg, KY 40330.**

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies 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 along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity <u>MCSH Band</u>		Telephone <u>859-612-9324</u>
Representative's Name <u>Erica Ashford</u>		
Address <u>1124 Moberly Rd</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) <input type="checkbox"/> other, specify <u>locker rooms</u>		
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 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. _____		
Building/school/facility <u>MCSH</u>		
Purpose <u>Practice for competition + housing</u>		
Date(s) requested <u>3-22- 3-23 evening</u>		Time(s) Requested _____
Will public be admitted?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will Rental Fee be Charged?
Will advertisement(s) be used?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If Level I or II <input type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Level III or IV <input checked="" type="checkbox"/> Yes

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

- To schedule with the building Principal 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				N/A
Food Service Employees				N/A
Supervisory Personnel				N/A
Other _____	1-custodian		0.00	
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee*	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>MCSH</u> school	150.00	N/A		150.00
Auditorium at _____ school				
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

*Fee must be paid seven (7) calendar days in advance via money order made out to Mercer County Schools and delivered to 371 E. Lexington St., Harrodsburg, KY 40330.

Erica Gilford
Signature - Representative of User Group

3-22-19
Date

Signature - Principal

Date

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

Application and Agreement for Use of District Property**For Office Use Only - To be Completed by School Official**

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:6/18/2015