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 Breathitt County Honey Festival City of Jackson **Telephone** 606-666-7069

Representative's Name Laura W. Thomas

Address 333 Broadway Jackson Ky 41339

The above organization/individual requests the use of:

☐ auditorium ☐ gymnasium ☐ dining room/kitchen ☐ stadium

☐ classroom(s) _____ ☐ other, specify SMS Parking Lot & LBJ Concession stand bathrooms

Is the organization planning to use District-owned equipment? ☐ YES ☑ NO

If yes, specify equipment _____ Operator's Name _____

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. _____

Building/school/facility S.M.S. Parking Lot & L.B.J. Baseball/Softball Concession Bath Rooms

Purpose Honey Festival Cruise-In (Car Show)

Date(s) requested Aug. 31st, 2019 (Sat.) Time(s) Requested 7am - 12:30pm.

Will public be admitted? ☒ YES ☐ NO

Will advertisement(s) be used? ☒ YES ☐ NO

Will admission be charged? ☐ YES ☒ NO

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

1. **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.
2. **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.
3. **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.
4. **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.
5. **To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.**

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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				
Food Service Employees				
Supervisory Personnel				
Other _____ _____				
		TOTAL PERSONNEL CHARGE		

Property Used	Facility/Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria - ☐ Dining Room ☐ Kitchen ☐ Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

Jamia W Thomas, Mayor City of Jackson 7/17/19

Signature - Representative of User Group *Date*

_____ _____

Signature - Superintendent/designee *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.

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:7/26/11