

**Application for Community Use of School Property**

The undersigned applicant hereby requests the following community use of school facilities.

Name of Facility: <u>Gravely Hall</u>	Date(s) Requested: <u>Sat. March 14</u>
Purpose: <u>Miss Teen America Pageant</u>	
Beginning Time: <u>tbd</u>	Ending Time: <u>tbd</u> (indicate AM / PM)
Are sales to be conducted on site? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what will be sold, when the sale will occur, and for what the proceeds will benefit: <u>Ticket sales and gift table. To benefit general fund which covers production cost and provides cash scholarships.</u>	

**I. GENERAL PROVISIONS**

*The undersigned applicant agrees and certifies to the Danville Board of Education that all activities and programs conducted on school property shall be subject to the following terms and conditions.*

- A. All activities or events must be scheduled by the Principal/designee.
- B. That the activities and uses of the property shall be the responsibility of the applicant and shall be conducted in accordance with all school rules and regulations. Applicant shall be liable for any damages which occur to the school property during use by applicant.
- C. Danville Schools Central Office will bill user group for facility rental and personnel costs including overtime salary and fringe benefits. Rental of Gravely Hall also includes the costs for the Technical Director. Use of school kitchen includes costs of a food service employee.
- D. That use of a school facility for personal profit is prohibited. Use of a school facility for non-school fundraising is prohibited.
- E. The use of tobacco is prohibited at all times in or on any property owned or operated by the Board and in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events.
- F. The use and/or sale of alcoholic beverages is prohibited in school buildings or on school grounds.
- G. No immoral or illegal activities shall be permitted on any property or ground owned by the Board.
- H. No organization will be allowed to sell or serve soft drinks or food unless permission is granted prior to the rental.
- I. The organization using the facility must make arrangements for crowd control as well as supervise participants.
- J. The school will be responsible for routine maintenance before and after rental. Please notify the Principal/designee of any conditions that need to be corrected. The applicant is responsible for leaving the facility and grounds in the same condition as they were found. It is further understood that a school employee (custodian) is required to be in the building during all uses of the facility. The employee insures security, unlocks and locks the facility, and handles all utility usage/emergency response when warranted.
- K. The renting organizations and officers thereof, shall name the school as an additional insured on the group's insurance coverage, receiving contractual hold harmless and indemnification protection and requiring note of cancellation of the outside group's insurance coverage.
- L. The renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract.
- M. That the Danville Board of Education shall, in all cases, have the final decision governing the use of school facilities.
- N. Approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

**NOTE:** The specific requirements set forth in Board policy 05.31 shall be adhered to.

**Application for Community Use of School Property****FEES FOR LEASE OF SCHOOL FACILITIES**

Facilities	Usage Fees	Estimated Personnel Wages
Gravely Hall	\$300 per event \$150 per practice	Tech Director @ \$22.50 hr. Custodian @ \$20 hr.
Cafeteria	\$25 per hour	Food Service Employee @ \$15 hr. Custodian @ \$20 hr.
Classroom	\$25 per hour	Custodian @ \$20 hr.
DHS Gym	\$50 per hour	
BMS Gym	\$40 per hour	
MGH, ELT, JRE Gym	\$35 per hour	
Practice football field	\$75 per event	
Athletic Fields	\$100 per event	
Admiral Stadium	\$275 per event	
<i>Hourly wage and fringe for custodian will not apply if use of facility occurs during the custodian's regular work schedule.</i>		
<i>A minimum fee of two hours will be charged unless rental fee is per event.</i>		

**II. RENTAL AGREEMENT**

	Hours	Rate	Total
Rental Fee		*	
Practice Session (s)			
School Supervisor			
Media Technician		*	
Custodian		*	
Additional Staff			
Damage Deposit			
<b>TOTAL DUE</b>			

Special Instructions: \*Miss Teen America provides a half page ad for Danville Schools Ads and pays \$150 rental fee plus personnel costs. Personnel costs will be based on actual hours worked by custodian and technical director.

Copies of the Rental Agreement will be sent to the School Representative, Organization Representative, and the Danville Board of Education.

Application for Community Use of School PropertyIII. Rental Agreement

To be completed by APPLICANT	
<i>I have read the terms and conditions of this lease of school facilities and agree to be responsible of compliance with each term listed above.</i>	
SIGNED: <u>Jessica Glasscock</u>	
PRINT NAME: <u>Jessica Glasscock</u>	
CONTACT PHONE NUMBER: <u>859-229-6102</u>	
ORGANIZATION: <u>Miss KY Teen America</u>	
BILLING ADDRESS: <u>113 Shadow Trail, Danville</u> <u>KY</u> <u>40422</u> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>STREET</span> <span>STATE</span> <span>ZIP</span> </div>	
<i>Applicant: Submit completed form to building Principal for approval</i>	
To be completed by BUILDING PRINCIPAL	
Principal Approval <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<i>If request is not approved, explain below and mail copy of this form to applicant</i>	
Non-approval explanation: _____	
If approved, event has been tentatively added to school Event Calendar. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Principal Signature: <u>[Signature]</u> Date: <u>Feb. 5, 2020</u>	
<i>Principal: Upon approval, submit form to Facilities Director for consideration.</i>	
To be completed by BOARD PERSONNEL	
Facilities Director Approval <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Signature: <u>Christy Denny</u> Date: <u>02/06/2020</u>	
<i>Director: Upon approval, submit to Superintendent for Board consideration.</i>	
Board Approval <input type="checkbox"/> YES <input type="checkbox"/> NO	
Superintendent/Board Signature: _____ Date: _____	
<i>Central Office Personnel: Submit/mail copy of approval or non-approval to requesting group and Principal.</i>	

REVIEW/REVISED: 8/21/2017





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	<b>CONTACT NAME:</b> Will Maddux <b>PHONE (A/C, No, Ext):</b> (530) 477-6521 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@theeventhelper.com														
<b>INSURED</b> Miss Kentucky Teen America Jessica Glasscock 113 shadow trail Danville KY 40422	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Lloyds Syndicate 2623</td><td>AA-1128623</td></tr><tr><td>INSURER B: Lloyds Syndicate 623</td><td>AA-1126623</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Lloyds Syndicate 2623	AA-1128623	INSURER B: Lloyds Syndicate 623	AA-1126623	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	EH-771320-L2970933	03/14/2020 12:01 AM	03/15/2020 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES \$ 100,000
	Host Liquor Liability					MED EXP (Any one person) \$ 5,000
	Retail Liquor Liability					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ INCLUDED
	OTHER:					Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR					
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	DED RETENTION \$					AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				PER STATUTE OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.

Attendance: 60, Event Type: Pageants.

**CERTIFICATE HOLDER****CANCELLATION**

Danville High School Danville Board of Education 203 East Lexington Avenue Danville KY 40422	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
Danville High School Danville Board of Education 203 East Lexington Avenue Danville, KY 40422
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.