

Application for Community Use of School Property

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

Name of Facility: <u>Mary G. Hogsett</u>		Date(s) Requested: <u>July 15, 2020</u>	
Purpose: <u>Boyle Co. Library's Summer Reading Event @ Summer Feeding</u>			
Beginning Time: <u>12:30</u>		Ending Time: <u>1:30</u> (indicate AM / PM) <u>Program</u>	
Are sales to be conducted on site? <input type="checkbox"/> YES <input checked="" 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: _____			

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 Gravelly 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.

The Boyle County Library's Summer Reading Program will be partnering with the school's Summer Feeding Program with the theme "Imagine Your Story." Again this year, we are planning to offer two programs on location as part of our summer program. One program will be and Hogsett Primary and the other will be at Junction City Elementary. We would like to request the use of your facilities for our program at 12:30 pm on July 15th. The Bluegrass group, Lafferty Pike, will entertain the families as part of our library's outreach program. Last year, they set up in the cafeteria (at Toliver) and performed following the meal. We appreciate your consideration of allowing us to use your facilities and look forward to a wonderful summer of literacy promotion along with your summer feeding program.

Jana Oliver

Outreach Services Librarian

Boyle County Public Library

859-238-7323

Application for Community Use of School PropertyIII. Rental Agreement

To be completed by APPLICANT

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.

SIGNED: Jana OliverPRINT NAME: Jana Oliver - Outreach Services @ BCPLCONTACT PHONE NUMBER: 859-236-7692ORGANIZATION: Boyle Co. Public LibraryBILLING ADDRESS: 307 West Broadway Danville, Ky. 40422
STREET STATE ZIPApplicant: Submit completed form to building Principal for approval

To be completed by BUILDING PRINCIPAL

Principal Approval ☒ YES ☐ NO*If request is not approved, explain below and mail copy of this form to applicant*

Non-approval explanation: _____

If approved, event has been tentatively added to school Event Calendar. ☒ YES ☐ NOPrincipal Signature: [Signature] Date: 3/3/20Principal: Upon approval, submit form to Facilities Director for consideration.

To be completed by BOARD PERSONNEL

Facilities Director Approval ☒ YES ☐ NOSignature: Christy Denny Date: 03/03/2020Director: Upon approval, submit to Superintendent for Board consideration.Board Approval ☐ YES ☐ NO

Superintendent/Board Signature: _____ Date: _____

Central Office Personnel: Submit/mail copy of approval or non-approval to requesting group and Principal.

REVIEW/REVISED:8/21/2017

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FEES FOR LEASE OF SCHOOL FACILITIES

Facilities	Usage Fees	Estimated Personnel Wages
Gravelly 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	
<p><i>Hourly wage and fringe for custodian will not apply if use of facility occurs during the custodian's regular work schedule.</i></p> <p><i>A minimum fee of two hours will be charged unless rental fee is per event.</i></p>		

II. RENTAL AGREEMENT

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

Special Instructions: _____

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