



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

August 1, 2019

AGENDA ITEM (ACTION ITEM):

Receive revisions to Procedure 05.3 AP.1 – Community Use of School Facilities

APPLICABLE BOARD POLICY:

01.51 Administrative Procedures

HISTORY/BACKGROUND:

Revisions have been made to clarify the times our facilities are available to be used by Community Groups, and to follow the approval process reflected in Policy 05.3.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

None

CONTACT PERSON:

Matt Wilhoite



Principal

District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your District Administrator. District Administrator –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jesica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Community Use of School Facilities

GENERAL REGULATIONS OF FACILITY USAGE

The use of school facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations, or other Organizations directly affiliated with the schools will have precedence over other requests. Sponsors of school activities and events are encouraged to schedule their facility needs in advance of the date of use to assist in the further scheduling of the facility. To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a fee schedule has been provided for approved users outside of regular programs or activities when designated space and facilities are available. There will also be a separate fee schedule for school day/time and non school day/time use (see below the definition of both).

Categories:

Category 1 will be given the highest priority and Category 5 the lowest priority. However, every effort will be made to accommodate all requests.

Category 1 - K-12 Program Activities

Category 2 – Community Ed. Programs/School Support Groups

Category 3 - Community Use Non-Profit Groups

Category 4 - Private Citizen Use/Non Profit Groups

Category 5 – Commercial Users

School Day/Time: Monday – Fridays when school is in session, from 6:30 AM ninety (90) minutes after the end of the school day at the campus being used – ½ hour prior to each individual building's support staff work shift completion, ~~when school is in session~~

Non School Day/Time: All Saturdays and Sundays, summers and any day or time when Kenton County Schools are not in session

NATURE OF PROGRAM

Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the Board of Education.

SUPERVISION & SECURITY

All activities must be under competent adult supervision approved by the Principal/designee of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. In all cases the use of the school facilities will require that a school district employee be present when the building is open. Outside organization rentals on Saturdays and Sundays must have custodian present the entire time (depending on size and nature of event, a separate supervisor may also be needed.)

Community Use of School Facilities**DAMAGE AND/OR PROPERTY LOSS**

Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damages shall be determined by the Principal/designee and approved by the administration, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The District will not be responsible for any loss of valuables or personal property.

RESTRICTIONS ON USE

Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.

FIRE & SAFETY REGULATIONS

Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.

CONDITION OF ROOMS

User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found.

INCLEMENT WEATHER

All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. Facilities will be cleared for school use only.

CONTROLLED SUBSTANCES

Controlled substances (i.e. alcoholic beverages, cigarettes, marijuana, etc.) will not be permitted in school facilities or on school property at any time.

USE OF CUSTODIANS

When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that doors are opened for the group's use of the facility. The employee will be responsible for handling furniture and equipment and seeing that the facility and equipment are left in good order after the activity is over.. Outside organization rentals on Saturdays and Sundays must have custodian present the entire time (depending on size and nature of event, a separate supervisor may also be needed).

OPENING OF OFFICES

Building custodians have been instructed that only in the case of an emergency are offices to be opened and/or telephones used.

Community Use of School Facilities**FOOD/DRINK IN BUILDINGS**

No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of the Principal/designee. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen. If food is brought into the facility the organization using the facility will be responsible for clean-up.

USE DURING NON SCHOOL TIME

Use during summer months, holidays or during other periods shall not conflict with building cleaning or building renovations. Use will also follow the non school time schedule for fees.

LIABILITY INSURANCE

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the District, the Board of Education, individual Board members(both past and present), the District's administration and/or any other District representatives, employees, agents and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to arise or result from, or are related to, the renter's use of the Property or the activities that are conducted by the renter on the Property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional acts of the District and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving, the District's immunity from liability as granted by state and/or federal law.

A certificate of liability insurance will be required for Categories 2, 3, 4 and 5 at least two weeks prior to use. Insurance is not required for category 1 or any other group that falls under district liability coverage. Minimum liability insurance in the following amount must be provided: \$2,000,000 in the aggregate and \$1,000,000 per occurrence for general liability, \$10,000 for property damage. The Kenton County Board of Education shall be named as the additional insured on the copy of the organization's insurance certificate. User is responsible for getting the insurance.

ENFORCEMENT OF RULES

Responsibility for enforcement of rules and regulations regarding use of school facilities rests with groups using the facilities. Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation the Kenton County Schools assumes no liability other than return of fees charged. Any infraction of the building use regulations herein listed may also be grounds for refusing to grant subsequent requests for the use of school facilities.

Community Use of School Facilities**REQUIREMENTS****BUILDING USE CONTRACTS**

Requests for the use of school facilities shall originate with a responsible adult representing the organization (also called "User") and will make the request to the Principal/designee of the school requested. Completed contracts must be signed by the User then the school Principal, and should be submitted a minimum of two (2) weeks in advance of use to the Superintendent/designee for final contract approval. Upon final contract approval, the Principal/designee will send a copy of the approved contract to the User and keep a copy on file in the school office. A copy will also be maintained in the Superintendent's/designee's office. The contract should not be considered to be approved until the user receives the signed copy after final approval.

User must have their request form in their possession at the event.

DISTRICT SUPERVISOR FEES

If services of the district supervisor are required and the district supervisor is called away from his regular duties, then the group will be required to pay the supervisory contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for supervisory time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets, risers, etc.). All pay for district supervisors will be at the current rate of pay. The district supervisor must be an employee of the school that is being rented. If a district supervisor in the building is not willing to work the event, another employee (excluding an administrator) may work the event and payment to them will be at the current rate paid for supervisory duties. All payments for supervisory fees must be paid to the Board.

CUSTODIAL FEES

If services of the custodian are requested and the custodian is called away from his regular duties, then the group will be required to pay the custodial contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for custodial time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets, risers, etc.). All pay for custodians will be at the current rate of pay. The custodian should be an employee at the school that is being rented. If a custodian in the building is not willing to work the event, another employee (excluding an administrator), who understands the custodial responsibilities, may work the event and payment to them will be at the current supervisory rate. All fees must be paid to the Kenton County Board of Education.

EQUIPMENT FEES

The use of equipment by non-school groups shall be granted only upon advance approval of the Principal/designee. Extra compensation must be paid for employees for moving, operating, or supervising special or extra equipment and will be charged to the using group.

Community Use of School Facilities**COLLECTION OF FEES**

In all cases, fees for Category 2, 3, 4 and 5 users (which pay for use) will be billed within two weeks of the date of use. This includes facility rental charges, staff costs and fees for extra services which may be required. Estimated fees for Category 4 and Category 5 users shall be paid in advance. A deposit fee of at least 50% of the total estimate is due at least two weeks prior to the date of use.

NOTICE OF CANCELLATION

The Administration reserves the right to cancel with reasonable notice any non-school event in order to maintain first right of use of school facilities for school programs. All approvals are granted with this understanding.

ADDITIONAL PERSONNEL FEES

Food Service/Kitchen Supervisor- as established by current pay schedule.

Auditorium Sound/Light Technician- as established by current pay schedule

Life Guard - a life guard must be on the pool deck at all times. The school will approve the guard assigned who will be paid according to the current pay schedule.

CATEGORY AND FEE STRUCTURE

The District Director of Student Engagement will have the final say if a category is disputed.

CATEGORY 1: K-12 PROGRAM ACTIVITIES

K-12 Program Activities are those which directly relate to regular or extracurricular K-12 events and are sponsored by the school or District group. These include, but are not limited to, music performances, plays, athletic events, parent orientation meetings, meetings of school sponsored clubs, honor society induction's, award banquets, PTO and PTA organizations etc.

Fees for Category 1 – See fee schedule

CATEGORY 2: COMMUNITY EDUCATION PROGRAMS/SCHOOL SUPPORT GROUPS

Community Education programs solely or jointly administered by the Board of Education will be granted a second priority for available District space and facilities. School-related support groups include but are not limited to: Parent Advisory Groups, Boosters Clubs (such as band, athletic, etc.), Special Olympics, local Scout organizations, 4H, high school sponsored athletic leagues and camps, and other school support groups who provide services only for students who live in the District.

Fees for Category 2 – See fee schedule

Community Use of School Facilities**CATEGORY 3: COMMUNITY NON-PROFIT GROUPS/OTHER SCHOOL DISTRICTS**

Community non-profit groups such as governmental agencies, church groups or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers. Examples of Category 3 users include but are not limited to: Jaycees, Kiwanis, Rotary, Big Brothers/Big Sisters, local youth football teams, YMCA, AAU basketball teams, club volleyball teams, youth baseball teams, etc.-

Fees for Category 3 – See fee schedule

CATEGORY 4: PRIVATE CITIZEN USE/NON-PROFIT GROUPS

Private Citizen Use/Non-Profit Groups are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational cultural, religious or charitable goals. This category includes, but is not limited to church services, neighborhood associations, political party meetings, etc.

Fees for Category 4 – See fee schedule

CATEGORY 5: COMMERCIAL USERS

Commercial users are defined as private businesses for profit, vendors or entrepreneurs. Commercial users are discouraged from application for K-12 facility use. Applications for use of facilities by commercial users will be reviewed and permission must be granted by the Board. Approval of all applications in Category 5 will be based upon the following criteria: benefits to the District and the community educational contribution, potential wear and tear on school facilities, appropriateness of the activity, and relationship of the activity to the stated mission of the District.

Fees for Category 5 – See fee schedule

SCHEDULE OF FEES FOR FACILITY USE

There may be circumstances when a specific event may require adjustments to the fee schedule.

Community Use of School Facilities

Please see General Regulations of Facility Usage – 05.3 AP.1 document for category descriptions.

Facility	School Time Fee School Time- Monday-Fridays <u>when school is in session, from 6:30-AM ninety (90) minutes after the end of the school day at the campus being used</u> – ½ hour prior to each individual building's support staff work shift completion, <u>when school is in session.</u>	Non School Time Fee 2 Hour Minimum Non School Time – All Saturdays and Sundays, winter, spring, summer break, and any day or time when Kenton County Schools are not in session.
Category 1 K-12 Program Activities		
All Gymnasiums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Cafeterias	No Charge	No Charge for day, custodial charge at current rate (if required)
All Auditoriums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Fields	No Charge	No Charge for day, custodial charge at current rate (if required)
All Classrooms	No Charge	No Charge for day, custodial charge at current rate (if required)
All Media Centers	No Charge	No Charge for day, custodial charge at current rate (if required)
Scott High School Pool	No Charge	No Charge for day, custodial charge at current rate (if required)
Category 2 Community Ed. Programs/School Support Groups		2 Hour Minimum
Elem. Gymnasiums	No Charge	\$25 per hour or \$100 per day plus custodial at current rate (if required)
MS and RR Gyms	No Charge	\$30 per hour or \$120 per day plus custodial at current rate (if required)
HS Gymnasiums	No Charge	\$35 per hour or \$150 per day plus custodial at current rate (if required)
All Cafeterias	No Charge	\$20 per hour plus custodial at current rate (if required)
All Multi-Purpose Rooms	No Charge	\$30 per hour plus custodial at current rate (if required)
HS Auditoriums	No Charge	\$30 per hour or \$120 per day plus custodial at current rate (if required)

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 2 Community Ed. Programs/School Support Groups		2 Hour Minimum
Classroom	No Charge	\$10 per hour plus custodial at current rate (if required)
Media Center	No Charge	\$20 per hour plus custodial at current rate (if required)
Practice Field	No Charge	\$30 per hour or \$120 per day plus custodial at current rate (if required)
MS Football Fields	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Football Fields or Indoor Turf Field	Custodial Charge at current rate (if required)	\$75 per hour or \$300 per day plus custodial at current rate (if required)
Scott Soccer Field	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Baseball and Softball Fields	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
Scott High School Pool	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
Category 3 Community Use/ Non-Profit Groups	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	No Charge	\$40 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS and RR Gymnasiums	No Charge	\$50 per hour or \$200 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Gymnasiums	No Charge	\$60 per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Cafeterias	No Charge	\$30 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Multi-Purpose Rooms	No Charge	\$40 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)

Community Use of School Facilities

Schedule of Fees for Facility Use (continued)

Category 3 Community Use/ Non- Profit Groups	2 Hour Minimum	2 Hour Minimum
HS Auditoriums	No Charge	\$60 per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Classroom	No Charge	\$20 per hour or \$75 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	No Charge	\$30 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	\$50 per hour or \$200 per day plus \$15 per hour for lights (if required) plus custodial at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS Football Fields	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Football Fields or Indoor Turf Field	\$100 per hour or \$400 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$100 per hour or \$400 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Scott Soccer Field	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Baseball and Softball Fields	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Scott High School Pool	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)

Community Use of School Facilities

Schedule of Fees for Facility Use (continued)

Category 4 Private Citizen Use/Non-Profit Groups – (not student related)	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	\$100 per hour or \$400 per day plus custodial at current rate (if required)	\$100 per hour \$400 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
MS and RR Gymnasiums	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
HS Gymnasiums	\$200 per hour or \$750 per day plus custodial at current rate (if required)	\$200 per hour or \$750 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
All Cafeterias	\$100 per hour or \$400 per day plus custodial at current rate (if required)	\$100 per hour or \$400 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
All Multi-Purpose Rooms	\$125 per hour or \$500 per day plus custodial at current rate (if required)	\$125 per hour or \$500 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
HS Auditoriums	\$175 per hour or \$700 per day plus custodial at current rate (if required)	\$175 per hour or \$700 per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
Classroom	\$60 per hour or \$300 per day plus custodial at current rate (if required)	\$60 per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	\$100 per hour or \$400 per day plus custodial at current rate (if required)	\$100 per hour or \$400 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Scott Soccer Field	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 4 Private Citizen Use/Non-Profit Groups – (not student related)	2 Hour Minimum	2 Hour Minimum
MS Football Fields	\$300 per hour or \$1200 per day, plus custodial at current rate (if required).	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Football Fields or Indoor Turf Field	\$500 per hour or \$2000 per day, plus custodial at current rate (if required)	\$500 per hour or \$2000 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Baseball and Softball Fields	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
Scott High School Pool	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
Category 5 Commercial Users/For Profit Groups (Supt. approval required)	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
MS and RR Gymnasiums	\$200 per hour or \$750 per day plus custodial at current rate (if required)	\$200 per hour or \$750 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
HS Gymnasiums	\$250 per hour or \$1000 per day plus custodial at current rate (if required)	\$250 per hour or \$1000 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
All Cafeterias	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
All Multi-Purpose Rooms	\$175 per hour or \$700 per day plus custodial at current rate (if required)	\$175 per hour or \$700 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 5 Commercial Users/For Profit Groups (Supt. approval required)	2 Hour Minimum	2 Hour Minimum
HS Auditoriums	\$225 per hour or \$900 per day, plus custodial at current rate (if required)	\$225 per hour or \$900 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
Classroom	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	\$200 per hour or \$700 per day plus custodial at current rate (if required)	\$200 per hour or \$700 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS Football Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Football Fields or Indoor Turf Field	\$600 per hour or \$2,400 per day, plus custodial at current rate (if required)	\$600 per hour or \$2,400 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
HS Baseball and Softball Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
Scott Soccer Field	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
Scott High School Pool	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required) and district supervisor per hour at current rate

Facility Use Contract

This agreement made by and between the Kenton County Board of Education, the school principal,
and the-

_____ acting as school representative or Superintendent/designee (Circle one)

_____ authorized so to act by direction of the Board of Education and _____ hereinafter referred to as "user" of the school facilities hereinafter described. The user is a: (Check One): _____ profit organization _____ non-profit organization/FEIN # _____

Category of user (1-5) _____ (Final determination of category is made by Superintendent/designee).

WITNESSETH:

The school principal/designee does hereby agree to permit user to utilize certain school facilities more particularly described as follows:

at the following times and dates: _____ subject to the
following terms and conditions: _____

1. School facilities shall not be utilized by any outside group prior to ninety (90) minutes after the end of the school day at this campus.
- 1-2. The school property identified above may be utilized by the user as a permittee at will on the condition that all terms and conditions as hereinafter set out are complied with and any other terms and conditions specified by the Principal. Any violation of such terms and conditions may result in immediate termination of the Use Agreement and/or liability of the user. The utilization of the premises by the user is a privilege extended to the user by the Board of Education and said use does not constitute a property right nor shall it be deemed a lease or renewable beyond the specified period without the written consent of the Principal.
- 2-3. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of Kenton County Board of Education policies, specifically including Board Policy 05.3, the terms of which are incorporated herein by reference.
- 3-4. The reserved time/date for use by user may be cancelled or preempted by Principal or Superintendent / designee and permissions for use may be terminated without cause by notice from Principal or designee.
- 4-5. User is responsible for the conduct of its participants or guests.
- 5-6. There shall be no transfer or assignment of this agreement, nor any profit making or commercial venture subject to this use.
- 6-7. Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.

Facility Use Contract

~~7.8.~~ All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. **Campuses will be cleared for school use only.**

~~8.9.~~ User shall return the facilities or premises in the same condition as at the commencement of the use, or if user fails to do so, the user will be responsible for the cost of clean-up and be prohibited from further use of facilities.

~~9.10.~~ The user agrees to hold harmless and defend the Kenton County Board of Education, its employees and agents, for any claim, liability, damage, loss or expense resulting from the utilization of the facilities used hereunder.

~~10.11.~~ The user agrees to provide liability insurance coverage for its use of the facilities including the following minimum amounts:

The liability insurance certificate is required to include the following minimum amounts:

2,000,000 General Liability coverage in the aggregate

\$1,000,000 General Liability coverage per occurrence

The Kenton County Board of Education is noted as additional insured

A copy of the liability policy or declaration of coverage page must be attached to this contract.

~~11.12.~~ An orientation has been provided.

(Please initial) _____ user _____ school representative

Applicable Fees:

Rental fee: _____ per hr. (min 2 hours) Rental fee total: _____

Custodial fee: _____ per hr. (min 2 hours) Custodial fee total: _____

Supervisory fee: _____ per hr. (min 2 hours) Supervisory fee total: _____

Equipment fee: _____ Equipment fee total: _____

Other fees: _____ Other fees total: _____

50% of total fees to be paid as security deposit at contract signing; remainder to be paid within two (2) weeks after contracted event.

Total Fees: _____ **Deposit:** _____

Checks are payable to Kenton County Board of Education**Supervision/Custodial Support Details:**

Misc. Considerations:

Facility Use ContractName of School: _____
Name of Renting Organization "User" _____

Name of "User" Representative (Print) _____

Address _____

City _____ State _____ Zip _____

(____) _____
Phone Number

E-Mail Address _____

If responsible individual is other than then the "User" whose signature appears on this page below, please identify that individual. Responsible individual will be in attendance during entire use of facility.

Name _____

Address _____

Telephone Number _____

E-Mail Address _____

IN WITNESS WHEREOF the Principal ~~or~~ and the Superintendent/designee for and on behalf of the Board of Education and the user hereunto set their hands this _____ day of _____, 20____. **Contracts for recurring events expire on June 30th of the school year.**

Signature of "User" Representative _____ Principal/~~School Representative~~*/Superintendent/Designee~~*Principal has reviewed this contract-~~

Superintendent/designee

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