

**Request for Rental/Use of Facilities Application**

The Gallatin County Relay For Life request that the Gallatin County Board grant  
 (Name of Organization)  
 the privilege of the use of the HS Auditorium at the  
 (Room or Building) Backup date 5/7/22- 7- 30  
High School on 5/14/22 7-9-2022 for the  
 (School) (Date) Set up night before on Friday  
 following purpose: Fundraiser pageant-Springtime of Hope Summer time night 7-8  
 This is the 11th year that we have hosted it there. Proceeds go to the American Cancer  
 Society.

If this request is granted, this organization agrees to the following:

1. To arrange with the Principal of the school for scheduling the time that the building may be used. It is also understood that the Principal may cancel the use of the room or building at any time such use interferes with regular school activities.
2. That this organization shall be legally responsible for any and all damage to the school building, grounds or facilities, resulting from their use by this organization.
3. If required, the requesting organization must 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 school facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of this insurance certificate shall be filed with the Board prior to the date the organization uses the building.
4. To hold harmless the Gallatin County Schools from all loss, damage, liability or claims arising out of the "users" operations or use of the premises, except to the extent same are caused by negligence or misconduct of the District.
5. To pay the deposit fee of \$ \_\_\_\_\_ for the use of  
 (Rate)

(Facility)

Groups requesting banquets catered by school staff shall complete the Food Service Contract Page.

Custodians will be assigned as needed and at not less than their regular hourly rate or regular overtime pay with pay beginning thirty (30) minutes before and ending one (1) hour after the event or whenever the facility is in order for school the next day. (See Fee Schedule.)

Food Service staff will be paid for time spent in preparing, serving and after banquet kitchen clean-up.

Payment for school employees shall also include the expense of benefits (social security, retirement and matching retirement) paid by the Board as required by law.

6. To provide the necessary equipment. In the case of use of the gymnasium, the organization agrees to provide uniforms and shoes, and to permit on the gym floor only those persons wearing the quality of shoes that will not mark the floor.
7. To leave the building in good condition.

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8. To abide by the rules and regulations of the school. Disregard of the rules and regulations governing the use of school buildings and facilities shall result in the refusal of the Board to grant the offending organization further use.
9. If this is a long-term rental, users shall remove all equipment at the conclusion of each day of the rental time.
10. Signage shall only be permitted on school grounds on the day of the event and shall be removed at the conclusion of the event.
11. Applicant organization agrees not to sublease property.
12. The use of drugs or alcoholic beverages shall be prohibited. Tobacco, alternative nicotine, or vapor product use is prohibited in all District facilities and on District-owned property.
13. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

Are sales to be conducted on school premises? ☒ Yes ☐ No

If yes, give a complete description of what is being sold, when the sale will be held, and what the proceeds will be used for:

possible information tables as well as local vendors to help raise additional money

☒ I request waiver of the rental fee

☐ Approved ☐ Denied

☒ I request waiver of the charge for custodian.

☐ Approved ☐ Denied

Golanda Gould  
Signature - Representative of User Group

6/6 4/7/2022  
Date

Gallatin County Relay For Life  
Name of Requesting Organization

859-445-2491  
Phone

Address

☐ This is an on-going request and permission to use the facilities set out herein shall continue until revoked by the Board.

Approved:

Angela Lewis  
Signature - of Principal

6/9/2022  
Date

Approved:

Signature - of Superintendent

Date

Approved:

Signature - of Board Chair

Date

Approved:

Signature - of Facilities Director (when applicable)

Date

Approved:

Signature - of Food Service Director (when applicable)

Date

**Request for Rental/Use of Facilities Application****TEE SCHEDULE**

<b>Deposit</b>	<b>Location</b>
\$100.00	District Office
\$150.00	GCE school gymnasium: \$100.00 per 3 hours \$25.00 for each additional hour
\$250.00	GCHS, GCMS school gymnasium: \$200.00 per 3 hours \$40.00 for each additional hour
\$300.00	GCHS auditorium: \$300.00 per 3 hours \$100.00 for each additional hour
\$125.00	GCHS, GCMS, GCE cafeteria: \$75.00 per 3 hours \$5.00 for each additional hour
\$50.00	Classrooms at all schools: \$25.00 per 3 hours per classroom (usage at discretion of building principal)
\$50.00	Fitness Center: \$25.00 per 3 hours
\$250.00	Athletic Facilities: \$200 per 3 hours \$40.00 for each additional hour

**PAYMENT PROCEDURES**

1. Deposit fees, which include facility rental and employee charges are payable to the Building Principal at the time the application is made.
2. Additional fees over and above the minimum two (2) hour custodial fees shall be billed to the user by the Central Office.
3. Custodial/food service employees shall indicate their time on separate time sheets, annotating the group and event worked.

Review/Revised: 08/02/21