

Request for Rental/Use of Facilities Application

The Tyler Mullins request that the Gallatin County Board grant
 (Name of Organization)
 the privilege of the use of the Andiborium at the
 (Room or Building)
Gallatin County High School on November 12, 2022 for the
 (School) (Date)
 following purpose: non-profit student recital for my
private music lessons students (29 students)

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.

Application and Agreement for Use of District Property

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.
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:

☒ I request waiver of the rental fee

☐ Approved ☐ Denied

☒ I request waiver of the charge for custodian.

☐ Approved ☐ Denied

Tyler Mullins
Signature - Representative of User Group

5/21/2022
Date

Tyler Mullins
Name of Requesting Organization

859-496-1528
Phone

P.O. Box 299, Warsaw, KY 40395
Address

Approved:

Angela Lewis
Signature - of Principal

6/9/2022
Date

Approved:

Signature - of Superintendent

Date

Approved:

Signature - of Board Chair

Date

SCHOOL FACILITIES

05.31 AP.21
(CONTINUED)

Application and Agreement for Use of District Property

FEE SCHEDULE

Deposit	Location
\$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
\$0.00	GCHS ball fields: no charge

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:7/16/2019

Dear Gallatin County Board of Education,

Thank you, again, for allowing me to use the high school auditorium on May 14, 2022 for my private music students' annual Spring Recital. Normally, I have two recitals per year—one in the spring and another in the fall.

I am writing to request use of the High School Auditorium again for my Fall Recital, to be held on November 12, 2022. Like the last one, this would be a not-for-profit event.

Probably around 20 students would be involved with this recital. Instruments would most likely include piano, violin, guitar, banjo, mandolin, and electric bass.

Like last time, I am planning on the recital being from 5pm to around 7pm. Therefore, if I could have access to the auditorium and lobby restrooms from 4pm to 7pm, that would be great. Also like last time, I am asking to use the high school's piano as well.

Thank you for considering this request. If you have any questions, feel free to call me at 859-496-1528 or email me at mullinsmusic15@gmail.com.

Thank you,
Tyler Mullins