

**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 and lobby at the  
 (Room or Building) SETUP 4/14/2023 evening  
Gallatin County High School on 4/15/2023 for the  
 (School) (Date)  
 following purpose: Fundraiser Pageant to raise money for Relay for Life of Gallatin County  
This is the 12th year that we have had this event at the auditorium.  
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 ~~\$~~ asking waive if possible (but will pay if have to) for the use of  
 (Rate)  
HS Auditorium and lobby  
 (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.





SPRINGTIME OF HOPE PAGEANT PROPOSAL

GALLATIN COUNTY RELAY FOR LIFE

APRIL 15<sup>th</sup> 2023 with SET UP APRIL 14<sup>th</sup> 2023 (FRIDAY EVENING )

SETUP – FRIDAY 14<sup>th</sup> 6-630 to 9 pm (will coordinate with Mrs Lewis )

APRIL 15<sup>th</sup> arrive 7-8 am (will coordinate with Mrs Lewis )

SESSION 1 will be 10-12 noon SESSION 2 1-4 pm

We will set up and clean up on our own, take out trash to dumpster, run our own sound and lighting. We have been doing this for many years and have own sound equipment.

Yolanda Gould will be the main contact. The relay for Life teams are our volunteers.

The pageant has raised well over 75,000 in the 12 years it has been held at the HS. We know how to run the event and have that experience. We celebrate area survivors as well at this pageant. This is the biggest fundraiser for the year for our Relay for Life. We appreciate the schools continued support of this event and willingness to team with us to make it happen logistically.

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