

Application and Agreement for Use of District Property

NOTE: Please complete this form ~~in duplicate~~ and submit ~~it both copies~~ to the Central Office designee for approval. If the application is approved, ~~a one (1) copy of the signed agreement will be returned to the using organization along with a contract that must be signed prior to use prepared by the Board attorney.~~ The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved ~~the applicant will be notified, both copies will be returned.~~

Name of Sponsoring Organization/Activity _____	Telephone _____
Representative's Name _____	
Address _____	
The above organization/individual requests the use of:	
<input type="checkbox"/> media center auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> athletic facility stadium <input type="checkbox"/> parking lot	
<input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. _____	
Building/school/facility _____	
Purpose _____	
Date(s) requested _____	Time(s) Requested _____
Will public be admitted? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will advertisement(s) be used? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will admission be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO	

When using school facilities, this organization agrees to observe the following:

- To schedule with the building Principal the time(s) District **property is to be used**. It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
- To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization will 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 facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
- To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
- To abide by the requirements of Board Policies 05.3 and 05.31 (see attached).** Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.

5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

Application and Agreement for Use of District Property**FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities. Fees for employees are set by the Board and included in the District approved salary schedule.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

COMMUNITY USE OF SCHOOL FACILITIES

1. A custodian is required to be on duty during any inside or outside activity involving a building held by organizations outside the school district for safety and insurance purposes.
2. School organizations may use district facilities and shall assume responsibility provided other janitorial services are not required (including building or grounds cleanup, etc.)
3. The facility shall be cleaned by the school organization to the degree as when the activity was initiated. If janitorial cleanup is desired, additional time and pay will be necessary.
4. All use of a school kitchen must be performed by food service personnel employed by the Powell County School District. Cooking in the school facility by outside organizations is prohibited. Sale of food items at activities and involving the cafeteria are restricted to pre-prepared items. All trash items must be removed at the conclusion of the activity and deposited in the appropriate outside trash receptacles.
5. No keys will be distributed to non-school personnel.
6. Bus requests are restricted to organizations involving and directly benefiting school age students.
7. The board reserves the right to impose additional conditions on the nature of the activity to assure safety and security to our facilities.
8. A 50% deposit may be required to secure rental of the facility requested

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Charges:

Gymnasiums – All Schools	\$50 per hour
Cafeterias	\$50 per hour
Classrooms	\$50 per hour
Media Centers	\$50 per hour
Parking Lots	\$25 per hour Daily Rate: \$250.00
Athletic Fields	\$25 per hour Daily Rate: \$250.00

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Application and Agreement for Use of District Property**ESTIMATED COST:**

Property Used	Facility/ Equipment Fee	Personnel- Cost, if- applicable Number of Hours	Insurance- cost, if- applicable Total Facility Cost	Personnel Cost If applicable	Total Cost for Facility Use
Gymnasium at _____ school					
Auditorium Media Center at _____ school					
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school					
Classroom(s) Number _____ at _____ school					
Stadium Athletic Facility at _____ school					
Other Property at _____ school					

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*Signature - Representative of User Group*_____
*Date*_____
*Signature - Superintendent/designee*_____
Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

SCHOOL FACILITIES

05.31 AP.21

(CONTINUED)

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For Office Use Only - To be Completed by School Official

Cost for use of District property \$ _____ Cost for school employee \$ _____ Total cost \$ _____

Deposit **(if required)** \$ _____ Is deposit refundable? ☐ Yes ☐ No

Date Deposit Received _____ Balance Due \$ _____

Board employee(s) assigned: _____

Board Action Date, if applicable _____ **Board Order #** _____