

Facilities Use Request Information

PROCESS:

1. Obtain an Application and Agreement for Use of District Property form (05.31 AP.21) from the School Office.
2. Complete all items on the form with dates and time needed and the facility which is requested.
3. Return completed form with proof of liability insurance certificate to Principal at least one (1) month prior to date(s) requested.
4. Rental rate (Level III and Level IV) is \$150 per day/night plus the cost of a custodian who must be present at the times requested. Custodial wages will be paid by the Board of Education and the organization will reimburse the Board. (Custodial rate will be computed at 1 ½ times hourly rate since this will be overtime plus fixed charges.)
5. Use of facility is based on:
 - a. Principal approval (Level I and II)
Board approval (Level III and IV)
 - b. Availability of school custodian and/or other school personnel
 - c. Availability of proposed site as indicated by building administrator

Level	Group Requesting	Must be Approved by	Fee Charged	Insurance Required
Level I	<u>School Groups</u> – must have a certified employee present	Principal	No Fee	No insurance required
Level II If all students are Mercer Co. students	<u>Student Support Groups</u> i.e., 4H, Scouts, Co. Recreation, Little League, YMCA, Mercer Ed. Foundation	Principal	No Fee (unless custodian works overtime)	Proof of Insurance required \$1Million bodily injury and \$10,000 property
Level III If it is for a fundraiser and some team members are outside of Mercer Co. OR some of the profits will go outside of Mercer Co.	<u>Community Interest Groups</u> i.e., Civic, Church, Homemakers, Farm Bureau, Historical Society	The Board at a Board meeting Board meetings are the 3rd Thur. of each month. Paperwork due at least 8 days before meeting.	Fee Charged* \$150/day	Proof of Insurance required \$1Million bodily injury and \$10,000 property
Level IV	<u>Meetings of General Public</u> i.e., community or political groups	The Board at a Board Meeting Board meetings are the 3rd Thurs. of each month. Paperwork due at least 8 days before meeting.	Fee Charged* \$150/day	Proof of Insurance required \$1Million bodily injury and \$10,000 property

***Fee must be paid seven (7) calendar days in advance via money order made out to Mercer County Schools and delivered to 530 Perryville St., Harrodsburg, KY 40330.**

Application and Agreement for Use of District Property

NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract 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, both copies will be returned.

Name of Sponsoring Organization/Activity: Miss.Cupid of Central Kentucky	
Telephone: 5023436657	
Representative's Name Victoria Raimondi and Miranda Bottoms	
Address 5256 Cornishville Rd Harrodsburg Ky 40330	
The above organization/individual requests the use of:	
<input checked="" type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input checked="" 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. _small concessions used to help pay for renting facility and admission used to help pay for crowns/sashes/judges/prizes	
Building/school/facility _MCSHS	
Purpose _Amerifest state prelim pageant, we are taking up donations for the school backpack program to help families who cannot provide school supplies and will turn it into the school after the pageant. Every contestant will turn in at least 5 items if they cannot they have the option to turn in \$5 and the most turned in will be awarded a crown. Also we are having small concessions and will not need a custodian to clean, if not needed we can clean the property up prior to leaving. We might need a classroom or two for the contestants to get ready in	
Date(s) requested _Feb 11, 2024 Time(s) Requested _9am get pageant ready open doors at 10:30 for registration and contestants get ready pageant start at 12 pm	
Will public be admitted? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will Rental Fee be Charged?
Will advertisement(s) be used? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Level I or II <input type="checkbox"/> No
Will admission be charged? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Level III or IV <input type="checkbox"/> Yes

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

1. 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.
2. **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.
3. **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.

4. **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.

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

Property Used	Facility/ Equipment Fee*	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria - • Dining Room • Kitchen • Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

***Fee must be paid seven (7) calendar days in advance via money order made out to Mercer County Schools and delivered to 371 E. Lexington St., Harrodsburg, KY 40330.**

Signature - Representative of User Group

Date

Signature -Principal

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.

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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 \$ _____	Is deposit refundable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Deposit Received _____	Balance Due \$ _____	
Board employee(s) assigned: _____		
Board Action Date, if applicable _____	Board Order # _____	

Review/Revised:6/18/2015