# SCHOOL FACILITIES 05.31 AP.21

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 | School Groups – must have a certified employee present | Principal | No Fee | No insurance required |
| Level II  If all students are Mercer Co. students | Student Support Groups  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. | Community Interest Groups  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 | Meetings of General Public  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.**

# SCHOOL FACILITIES 05.31 AP.21

# (Continued)

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 \_Kentucky Queen Pageantry Telephone 5023436657**

**Representative’s Name \_Victoria Raimondi and Miranda Bottoms**

**Address 5256 Cornishville Rd**

The above organization/individual requests the use of:

**🞏** auditorium **🞏** gymnasium **🞏** dining room/kitchen **🞏** stadium

**🞏** classroom(s) \_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **🞏** other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the organization planning to use District-owned equipment? 🞏 YES 🞏 NO

If yes, specify equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operator’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the organization planning to conduct sales on school premises? 🞏 YES 🞏 NO

If yes, give a complete description of what is being sold and how the proceeds will be used. \_\_\_\_\_small concessions like previous pageant

Building/school/facility \_\_\_\_\_Mercer County High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose\_we hosted a pageant recently and raised over 2,000 food items for the backpack food program we wanted to host another pageant May 5,2024 and raise food for the backpack food program AGAIN, this is another prelim for state. We are also bringing recognition to the backpack food program. Our small concessions and admissions will help cover the costs of crowns, sashes, gifts, judges, insurance etc

Date(s) requested \_\_May 5, 2024\_\_\_\_\_ Time(s) Requested\_\_\_9 am until the pageant is over\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will public be admitted?** 🞏 **YES** 🞏 **NO Will Rental Fee be Charged?**

**Will advertisement(s) be used?** 🞏 **YES** 🞏 **NO If Level I or II 🞏 No**

**Will admission be charged?** 🞏 **YES** 🞏 **NO If Level III or IV 🞏 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.

# SCHOOL FACILITIES 05.31 AP.21

# (Continued)

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.**

\_\_\_\_\_\_\_\_\_Victoria Raimondi\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Feb 16,2024\_\_\_\_\_\_

***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.

# SCHOOL FACILITIES 05.31 AP.21

# (Continued)

Application and Agreement for Use of District Property

**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?** 🞏 Yes 🞏 No

**Date Deposit Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance Due $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board employee(s) assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Action Date, if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board Order #\_\_\_\_\_\_\_\_\_\_\_\_\_**

Review/Revised:6/18/2015