

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 _____	Telephone _____
Representative's Name _____	
Address _____	
The above organization/individual requests the use of:	
<input 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 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? YES NO
- Will advertisement(s) be used? YES NO
- Will admission be charged? YES NO

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.~~

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FEE SCHEDULE

The organization agrees to pay the applicable fee(s) for the use of District facilities. The school has sole authority in making custodial or food service worker assignments. There is a minimum charge of two (2) hours for all service personnel.

Personnel, Utilities	Fee
Custodian, utilities, etc.	\$40.00 ^{20.00} per hour
Food Service Personnel	\$30.00 ^{10.00} per hour
Other	

Facility	Fee
Gymnasium	\$50.00 ^{25.00} per hour (2 hr minimum) Maximum fee: 1 day/ \$300 ¹⁵⁰ ; 2 days/ \$500 ²⁵⁰ ; 3 days/ \$650 ³²⁵
Commons	\$35.00 ^{15.00} per hour
Kitchen	\$45.00 ^{25.00} per hour
Theater	\$35.00 ^{15.00} per hour
Meeting Room	\$35.00 ^{15.00} per two (2) hours
Other Property	

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FOR OFFICE USE ONLY

Date ___/___/___

Name of custodian/food service personnel _____

Time reported to work _____ Time reported off work _____

Comments _____

Submit to Treasurer.

Treasurers Office:	Facility Fee	\$ _____
	Labor Fee	
	___ hrs. x \$ _____ rate	\$ _____
	Damage	\$ _____
	TOTAL COST	\$ _____
	Deposit	\$ _____
	Total Due	\$ _____

All fees should be sent to the Treasurer, Berea Community School, 3 Pirate Parkway, Berea, Kentucky 40403.

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-~~