

**Application and Contract for Building Rental**

**CONTRACT**

Date: September 6, 2024

We, the undersigned, hereby agree to be responsible for any damage inflicted on or to the Allen County Schools' Gymnasiums

while being used by The Core's Little League Basketball Programs (City of Scottsville)  
(Name of Non-Profit Organization)

on the following dates: 2024-2025 School Year.

We further agree that the Allen County Board of Education will waive the **\$9000.00** payment for the year's use of the school's gymnasiums. In turn the City of Scottsville and Allen Co Fiscal Court will contribute \$4500 each to the Cores 3>>>30 project. Custodial fees will be paid directly to the custodians from the City of Scottsville, upon receipt of documentation of work completed.

Please check if no custodial services are required. Must be approved by our District Administration.

N/A  
\_\_\_\_\_  
Administrator

A valid certificate of liability insurance will be provided in advance and attached to the rental contract. The presence of a school employee shall be required at all times. The hourly wage of the employee shall be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Signature of School Personnel

**Rental Application & Contract****Conditions of Rental**

All rentals of school facilities are subject to the following conditions.

1. An official application shall be made to the Superintendent **or the Superintendent's designee**.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
  - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
  - b. Agreement that renting organizations and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
  - c. Agreement to observe all fire and safety regulations;
  - d. Agreement that the use of tobacco products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings or on school grounds;
  - e. Observance that no games of chance or otherwise immoral or illegal activity shall be allowed on the premises;
  - f. **The presence of a school employee at all times. The hourly wage of the employee shall be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;**
  - g. The presence of a food-service employee if the kitchen facilities are used. The hourly wage of the employee must be included in the contract along with social security and retirement payments required by law;
  - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
  - i. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
  - j. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
  - k. Agreement to leave the facilities in as good a condition as before used.

**REFERENCES:**

KRS 438.050; OAG 81-295

P.L. 107-110 (No Child Left Behind Act of 2001)

**RELATED POLICIES**

05.3

10.3

Adopted/Amended 12.19.94

Order #: 1871

ALLEN COUNTY SCHOOLS  
APPLICATION FOR RENTAL OF SCHOOL FACILITIES

Organization Name City of Scottsville Date: 10-1-2022

Organization's Purpose: The well-being of the citizens of Scottsville

Contact Name: Evelina Anderson

Address: 201 W Main St. #10, Scottsville, Ky 42164

Telephone: Business 270-237-3238 Home \_\_\_\_\_ Fax \_\_\_\_\_

Alternate Contact: David Burch

Telephone: Business 270-237-3238 Home \_\_\_\_\_ Fax \_\_\_\_\_

Nature of Event: (Please describe the intended use of school property) \_\_\_\_\_

The Core's Little League Basketball Program

Is this a profit-making event? (Circle one) Yes No

Estimated number of participants: 200 Year Long Age Group of Participants 1st-9th Grade

Has a similar event ever been held before? Yes

Date & location of previous event Multiple tournaments throughout the year

School Requested: ACIC, JEBMS Gyms & possibly the Auxiliary Gym

Date(s) Requested: 2022-2023 School Year

Time Requested: Schedules to be worked out with Asst. Principals and Athletic Directors

Room/Area Requested: Gymnasiums

Additional Requirements: (i.e. kitchen facilities, tables, etc) N/A

\_\_\_\_\_  
Please attach any printed material, such as programs, handbill, and/or advertisement(s), which will be associated with this event. This information will be used as the principal reviews the application. N/A

**IMPORTANT!** Please read the Allen County Board Policy on back before you sign this form

Signature of Applicant \_\_\_\_\_

## COMMUNITY USE OF SCHOOL FACILITIES

Who May Use	The Board may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities shall not be used for personal or commercial activities.
Availability	The Board shall determine when and which facilities will be available to the community and establish reasonable fees for their rental.
Application & Contract	The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially the renting organization must sign the application and contract.
Liability	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.
Insurance	If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designees, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.
Fees	Groups or organizations renting school facilities shall be charged fees for any and all expenses incurred such as, but not limited to, fuel and electricity, custodial and food-service salaries, and repair of damages to or replacement of school property. A schedule of fees shall be approved annually by the Board.
Exception	Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may use school facilities w/o charge when approved by the Principal and supervised by school personnel.
References	KRS 160.290; KRS 160.340; KRS 160.050; OAG 60-389; OAG 80-78
Related Policy	10.3

**SBDM COUNCIL  
AUDITORIUM USE POLICY**

- In an effort to keep the auditorium pristine and clean, it is the policy of the AC-S SBDM Council that no food or drink be allowed in the auditorium.
- The only exception to this policy is bottled water.
- This policy applies to all Allen County–Scottsville School organizations, Community Organizations or individuals who, with principal permission, are given access to the auditorium.
- Organizations or individuals who utilize the auditorium and offer concessions items are responsible for ensuring no food or drink is allowed into the auditorium. Additionally, such organizations will be held responsible for cleaning, repair and/or replacement of any item damaged as a result of food or drink being taken into the auditorium.
- The principal has discretion as to what, if any, exceptions are made to this policy in regards to school-related activities held in the auditorium.

Adopted May 28, 2013

## Request for Custodial Services

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Hours Needed for Custodial Services:

Date:                      Start Time:                      End Time:

_____	_____	_____	<b>Custodians to be paid directly from the City of Scottsville.</b>
_____	_____	_____	
_____	_____	_____	

We agree to reimburse/pay the Allen County Board of Education for custodial fees incurred. Please note this is just an estimate and actual charges may vary slightly.

Hourly Rate X Number of Hours =

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Signature of School Personnel