



Application and Agreement for Use of District Property

NOTE: Please complete this form and submit it to the Superintendent/designee for approval. If the application is approved, a copy of the signed agreement will be returned to the using organization. The organization shall be kept on file at the school. An official rental contract shall be used in cases where admission is charged or the event has been designated a high-risk event by the Superintendent or Facilities Director.

Name of Sponsoring Organization/Activity Holy Name of Mary Telephone 270-692-3019

Representative's Name Rev. Mark Hamilton, Mary Creed, Andrea Willett

Address 3295 Hwy 208 Lebanon, KY 40033

The above organization/individual requests the use of:

☐ auditorium ☒ gymnasium ☒ dining room ☒ kitchen ☐ stadium

☐ classroom(s) _____ ☒ other, specify Hallways & Restrooms _____

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

If yes, specify equipment Kitchen appliances, dinning tables_ Operator's Name Christy Rakes and Marty Simpson

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. Selling turkey dinners, cakes, and raffle tickets. The proceeds support charity & educational ministries of HNM. _____

Building/school/facility Calvary Elementary School

Purpose To conduct Holy Name of Mary (Calvary) Fall Turkey Supper

Date(s) requested Nov. 1, Nov. 2, Nov.3 2024 Time(s) Requested 11/1 2pm-9pm, 11/2 8:30am-8:30pm, 11/3 8:30am-10:00am

Will public be admitted? ☒ YES ☐ NO

Will admission be charged? ☐ YES ☒ NO

Will advertisement(s) be used? ☒ YES ☐ NO

Is this a high-risk activity? ☐ YES ☒ NO

(If "yes", an insurance request form must be filed ten (10) working days prior to the event.)

When using school facilities, this organization agrees to observe the following: (Please initial after reading each section.)

1. **To schedule with the Principal/designee the time(s) District property is to be used.** It is understood that the Principal/designee may cancel the use of the room or building at any time such use interferes with regular school activities. PT
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 as specified by the District's insurance carrier for special events insurance coverage. 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 to indemnify and save harmless the Board from any loss or damage thereby. PT
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. PT
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. PT
5. **To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.** PT

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 as follows:

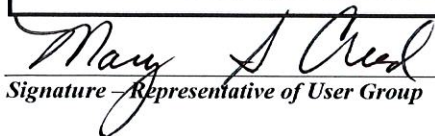
- ❖ A District employee must be present at any event. Employee costs will be based on current hourly rate schedules plus all additional associated costs.
- ❖ The basic fee schedule shall be based on four (4) hours of usage.
- ❖ The person making the request must consult with the Principal/designee about the use of the facility beyond four (4) hours.
- ❖ The regular rental rate for the use of the Cafeteria (this does not include access to the kitchen), auditorium, gym, or up to four (4) classrooms at each school shall be \$75.00 for up to four (4) hours. Each additional hour will be at a rate of \$25.00 per hour.
- ❖ The regular rental rate for the use of the cafeteria and kitchen, or up to eight (8) classrooms shall be \$125.00 for up to four (4) hours. Each additional hour will be at a rate of \$40.00 per hour.
- ❖ The regular rental rate for the use of the gymnasium, cafeteria and kitchen shall be \$200.00 for up to four (4) hours. Each additional hour shall be at a rate of \$60.00 per hour.
- ❖ Payment for the use of District property shall be made in full in advance of any use. Failure to pay the billed amount in full shall disqualify any person or group from future use of any facility in the District.
- ❖ Under no circumstances will the school/District accept any responsibility for the actions of anyone at an event where facilities have been rented under this agreement.

School groups and school-related groups (list included in 05.3 AP.1) may use the facilities at no charge provided arrangements are made with the Principal to properly clean the facilities after the event. (A District employee must be present at any event by either school groups or school-related groups.) Should an event by either group require custodian or food-service employees, those individuals must be compensated for their time at the rate approved for any other work. The Principal may employ individuals to clean the building if it is left unclean and charge the group for said cleaning.

Application and Agreement for Use of District Property

	# of Employees Required	# of Hours	Hourly Rate (Including overtime & associated costs)	Total
Custodians	1	6		
Food Service Employees	2	8		
Supervisory Personnel	1	12		
Other _____				
TOTAL PERSONNEL CHARGE				\$350.00

Property Used	Facility/ Equipment Fee			Total Cost for Facility Use
Gymnasium at _____ CES _____ school				
Auditorium at _____ school				
Cafeteria - ☐ Dining Room ☐ Kitchen ☒ Both at _____ school	12 hrs. 125(1-4 hrs) + 8hrs x 40			\$450.00
Classroom(s) Number(s) _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				


Signature - Representative of User Group

9-4-2024
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.

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 # _____		

Application and Agreement for Use of District Property**USE OF DISTRICT PROPERTY REQUIREMENTS**

Application for use of facilities will be made to the Superintendent or the Superintendent's designee using the Board-approved Contract for Use of Facility form (Procedure 05.31 AP.2). Use of facilities is to be governed by the following rules:

1. The use or possession of any tobacco products, including alternative nicotine or vapor products as defined by [KRS 438.305](#), are prohibited on property owned or operated by the Board.
2. There shall be no alcoholic beverages, drugs, or controlled substances brought to or consumed in buildings or on the grounds.
3. No immoral or illegal activity shall be allowed on the premises.
4. Putting up decorations or scenery or moving piano and other furniture is prohibited unless special permission is granted.
5. Under no circumstances shall scenery or other property be stored on school property.
6. Nothing shall be sold, given, or displayed without permission.
7. The applicant is held responsible for the preservation of order.
8. The Board does not provide school furniture or other accessories, and the Board assumes no responsibility for applicant's properties left on the premises.
9. All electrical equipment and arrangements shall be in charge and control of an employee of the Board.
10. Any employee of the Board will be designated to supervise the facilities and must be present and have free access to all rooms at all times when they are in use.
11. Any facility used by the applicant will be examined carefully after use, and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use of said building, facility, and/or equipment.
12. No reservation will be made until the Contract for Use of Facility form is completed, signed, and returned to the Superintendent's Office. The school authorities reserve the right to revoke a permit at any time.
13. Facilities are made available with the understanding that "tipping" custodians or other school personnel is not permitted. Only the Board of Education may pay employees for services performed relative to the use of school facilities.
14. All custodial work must be done or supervised by the custodian employed by the Board.
15. All payments for use of school facilities are to be made payable to the Marion County Board of Education. Patron should request a receipt when payment is in cash.
16. Cafeteria rental does not include the use of dishes, silverware or any other kitchen equipment. The serving lines are not to be used at any time.
17. A cafeteria employee must be present at all times when the kitchen facilities are being used by civic organizations or for student activities. Only authorized personnel are allowed in the kitchen. The school group or organization using the kitchen and/or dining area shall be responsible for the employee's wages and any applicable overtime wages.
18. The applicant group or organization shall clean the kitchen areas used and shall not leave perishable items in the kitchen.
19. The applicant group or organization 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.
20. The applicant group or organization shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.
21. Sale of soft drinks must be product of current vendor of the Board.

Review/Revised:6/14/2018