

Facility / Grounds and Athletic Field Rental Agreement

LESSEE INFORMATION			
NAME (LESSEE CONTACT)		DATE OF CONTRACT	
EMAIL		PHONE	
NAME OF ORGANIZATION	CITY	STATE	ZIP

EVENT DETAILS	
SCHOOL / FACILITY	SPECIFIC AREA / FIELD REQUESTED
REASON FOR EVENT	DATE(S) OF EVENT
TIME OF OPENING	TIME OF CLOSING

RENTAL TYPE — CHECK ALL THAT APPLY

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Athletic Field / Court |
| <input type="checkbox"/> Open Field / Area | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Additional Classroom |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library | <input type="checkbox"/> Turf Play Area |
| <input type="checkbox"/> Enrichment Centers Cafeteria / Refrigeration Storage | | |

ATHLETIC FIELD AMENITIES

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Locker Rooms | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Press Box | <input type="checkbox"/> Full Lights |
| | <input type="checkbox"/> Partial Lights |

COST CALCULATION			
COST TYPE	RATE / HR.	HOURS	TOTAL
A. Rental circle one: Full Rate / Discount Rate / Utility Fee / Fee Waiver			
B. Custodial services (if applicable) — determined by Principal based on staffing at time of event	\$50.00		
C. Utility costs (if applicable — on waiver)			
Total (A + B + C)			

A check payable to the Oldham County Board of Education must clear prior to facility use.

AGREEMENT & RULES

The above-named person enters into a contract with the Oldham County Board of Education (Lessor) on behalf of the above-named organization. The lessee is responsible for any damages as reported by the Building Principal or Athletic Director and must provide a certificate of insurance with limits of \$1,000,000/\$1,000,000 naming OCBE as an additional insured. By signing below, lessee agrees to:

- Be responsible for the conduct of all individuals attending the event.
- Use only the areas, facilities, or fields designated on this agreement.
- Remove all trash and return furniture/equipment to its original location before leaving.
- Not permit consumption of alcoholic beverages or use of profanity on school property.
- Understand that school-sponsored events take precedence and school plans are subject to change.
- Understand that custodians/staff may not be available on non-school days; rental is subject to their availability.

The Kitchen Manager/Cook will open at the designated contract time. If the rental or necessary clean up extends the regular work hours of the Kitchen Manager, his/her salary will be calculated at the time and one-half from this point until the facility is cleaned and secured.

I have provided a certificate of insurance with limits of \$1,000,000/\$1,000,000 naming OCBE as an additional insured.

SIGNATURES

PLANT OPERATOR / CUSTODIAN / ATHLETIC DIRECTOR (IF APPLICABLE)	LESSEE / REPRESENTATIVE
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PRINCIPAL'S SIGNATURE (RECOMMENDATION FOR APPROVAL)	SUPERINTENDENT / DESIGNEE (APPROVAL)
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<input type="checkbox"/> Signed rental agreement	<input type="checkbox"/> Certificate of insurance	<input type="checkbox"/> Rental payment	<input type="checkbox"/> Emergency plan >300
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OFFICE USE ONLY

The Building Principal must approve the schedule for use of facility. One signed copy with check must be submitted to the Assistant Superintendent for Support Services two weeks prior to the rental's occurrence.

Review/Revised: