



**Athletic Field Rental Agreement**

\_\_\_\_\_  
*Name (Lessee Contact)*

\_\_\_\_\_  
*Date of Contract*

\_\_\_\_\_  
*Lessee Email*

\_\_\_\_\_  
*Lessee Phone No.*

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*School/Facility*

\_\_\_\_\_  
*Requested Use of Area*

Requesting (if available):  Locker Rooms  Concession Stand  Press Box  Full Lights  Partial Lights

\_\_\_\_\_  
*Reason for Event*

\_\_\_\_\_  
*Date(S) of Event*

\_\_\_\_\_  
*Time of Opening*

\_\_\_\_\_  
*Time of Closing*

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 will be responsible to the Oldham County Board of Education for any damages that may occur while his/her group uses the grounds, facility or equipment. The lessee is aware that he/she will be assessed for any damages as reported by the Building Principal. The lessee understands that he/she must provide a certificate of insurance having limits of \$1,000,000/\$1,000,000 naming OCBE as an additional insured.

**Rules:**

- 1) To be responsible for the conduct of any individuals who attend the event for which rental is sought.
- 2) To use only fields and facilities designated on this agreement
- 3) To pick up and dispose of trash before leaving and return movable fixtures or equipment to its original location.
- 4) To not permit the consumption of alcoholic beverages or use of profanity while renting the facilities/grounds.
- 5) Lessee understands that use of facilities for school-sponsored events takes precedence over use by lessee and that school plans are subject to change during the course of the school year.
- 6) Lessee understands that school staff may not be available on non-school days and that rental is subject to school employee availability.

**The Athletic Director will arrange to have the field and facilities open at the designated contract times. If the rental requires an OCBE employee to extend his regular work hours, an additional hourly fee will be charged.**

**A. Field Rental Cost:**

Rental Fee per hour: \$ \_\_\_\_\_  
 Hours Requested: x \_\_\_\_\_  
 Rental Fee Total: \$ \_\_\_\_\_  
 Rental Fee Waiver:  Yes  No  
 Reason: \_\_\_\_\_

**B. Additional Labor Cost (if Required):**

Hourly Fee: \$ \_\_\_\_\_  
 Number of Hours: X \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 Mark-up: x 1.305  
 Labor Total: \$ \_\_\_\_\_

**C. Deposit:**

Damage Deposit: \$ \_\_\_\_\_ Total Cost of Use of field (A +B): \$ \_\_\_\_\_\*

**\*Please attach check for the full amount of the contract. The check is payable to the Oldham County Board of Education and must clear prior to the usage of facility.**

\_\_\_\_\_  
*Athletic Director*

\_\_\_\_\_  
*Lessee/Representative (indicates agreement with provisions herein)*

\_\_\_\_\_  
*Principal's Signature (indicates recommendation for approval)*

\_\_\_\_\_  
*Superintendent/Designee (indicates approval)*

The Building Principal must approve 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.

**Office Use Only:**

Signed Rental Agreement  Certificate of Insurance  Damage Deposit  Rental Payment  Emergency Plan >300

Review/Revised:6/24/2024

