

REQUEST FOR RENTAL/USE OF FACILITIES APPLICATION

Harvest Baptist Church

NAME OF REQUESTING ORGANIZATION

Auditorium and hall area by cafeteria (where tables are)

AREA OF THE FACILITY

APR 25 2011

Matthew Gullion

PERSON SUPERVISING ACTIVITY

Sunday Mornings, beginning June 5<sup>th</sup>

DATE(S) REQUESTED

TIME: 9:00 a.m. until 1:30 p.m.

(Please specify AM or PM )

THE REQUEST AREA(S) OF THE FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES:

Church Worship Services and Children's Church

Is the organization planning to conduct sales on school premises? Choose an item.

SCHOOL EQUIPMENT TO BE USED: Projector screen

APPROXIMATE #OF PERSONS: Current: up to 40 total; Max: 300

☒ I request waiver of the rental fee. Please X if applicable

☒ I request waiver of the charge for custodian. Please X if applicable

Fee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities

Facility/Equipment Fee \$ Click here to enter text.

Personnel Cost \$ Click here to enter text.

Insurance Cost \$ Click here to enter text.

Total Cost \$ Click here to enter text.

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

Mary R. Young

SIGNATURE OF PERSON MAKING  
REQUEST ON BEHALF OF THE  
ORGANIZATION

P.O. Box 970, Warsaw, KY 41095

Address

PHONE

Home 859-643-1180 Cell 859-801-2976

DATE April 25, 2011

*In the event school is closed due to weather conditions, all scheduled activities, with the exception of dinner meetings, will be cancelled and opportunity to reschedule or refund rental fee(s) will be made.*

**AREA BELOW FOR OFFICIAL USE ONLY**

Click here to enter text.

MARTHA SEBRING for Café Requests  
Requests

Click here to enter text.

JON JONES/LINDA EDMONDSON for Gym

\_\_\_\_\_  
KEITH HOWARD for Auditorium Requests

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
DATE

## AUDITORIUM USE PROCEDURES

The following procedures must be followed to use the High School Auditorium

1. There is to be NO food or drink allowed in the auditorium at any time.
2. A pre/post walk through must be completed for each event with a school official. A person representing the organization must sign an inspection sheet prior to the event.
3. Only approved personnel can operate light or sound systems.
4. All lighting and sound requirements must be requested in advance so that the computer can be programmed for the event. If additional time is needed for programming, this cost must be charged to the organization.
5. Once programming of systems has been completed, there will be no changes the day of the event.
6. All equipment needs must be listed on the *Auditorium Usage Form* prior to the event.
7. Additional equipment or scenery cannot be screwed or nailed to the floor. Items must be free standing.
8. If requesting an event, please allow enough time for rehearsals, set-up and removal of equipment.
9. It is the responsibility of the organization to pick-up any trash in the lobby of facility area.
10. If this is for an outside organization, a *Facility Use Form* must be approved through the *Board of Education* or download a form from the Gallatin County web site before use at a regular scheduled meeting. Please plan far enough in advance. (Please look at the Board Calendar), and the facilities form must be turned in 2 weeks before the board meets to get it on the agenda to be approved.

*During the event, the organization requesting the use of the Auditorium is responsible for the supervision of people attending the event and any damage done to the facilities.*

All cost for repair work will be billed to the organization renting the facility.

I understand failure of my organization to follow the stated procedures may result in the loss of future rentals and additional cost to be charged to the organization.

Name of Organization: HARVEST BAPTIST CHURCH

Address of Organization P.O. Box 970

Warsaw, KY 41095

Name of Representative Mary Young, Mary Young

Date: April 25, 2011 Phone 859-643-1180 (secretary)