



Application and Agreement For Use of District Property

Note: Please complete this form and submit it to the building Principal for approval. If Principal approval is granted, the application and agreement is to be sent to the Superintendent's Office Attn: Mike Wilson located at 303 Lovers Lane, Bowling Green, Kentucky for review and approval.

Name of Sponsoring Organization/Activity: _____ Telephone: _____

Representative's Name: _____ Address: _____

Email: _____ Cell Phone Number: _____

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

Location	Facility Fees			Personnel Fees			
	High Schools per day	Middle Schools per day	Elementary Schools per day	Custodian per hour - per person	Food Service per hour - per person	Supervisory Personnel per hour - per person	Tech Staff per hour - per person
Auditorium	\$400.00	N/A	\$200.00	\$20.00	\$20.00	\$30.00	\$30.00
Cafeteria	\$300.00	\$300.00	\$300.00	\$20.00	\$20.00	\$30.00	\$30.00
Classroom/Foyer	\$100.00	\$100.00	\$100.00	\$20.00	\$20.00	\$30.00	\$30.00
Gymnasium	\$600.00	\$600.00	\$600.00	\$20.00	\$20.00	\$30.00	\$30.00
Library	\$200.00	\$200.00	\$200.00	\$20.00	\$20.00	\$30.00	\$30.00
Outdoor Facilities	TBD by Event	TBD by Event	TBD by Event	\$20.00	\$20.00	\$30.00	\$30.00
Parking Lot	\$200.00	\$200.00	\$200.00	\$20.00	\$20.00	\$30.00	\$30.00
Stadium	\$1000.00	\$400.00	N/A	\$20.00	\$20.00	\$30.00	\$30.00

Rental fees shall cover a period not to exceed four (4) hours and shall be between 6:00 a.m. and 11:00 p.m.

Property Rented	Facility Fee	Personnel Cost (if applicable)	Total Cost
Auditorium at _____ school	\$	\$	\$
Cafeteria <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school	\$	\$	\$
Classroom(s)/Foyer Number(s) _____ at _____ school	\$	\$	\$
Gymnasium at _____ school	\$	\$	\$
Library at _____ school	\$	\$	\$
Outdoor Facilities at _____ school	\$	\$	\$
Parking Lot at _____ school	\$	\$	\$
Stadium at _____ school	\$	\$	\$
Other Property at _____ school	\$	\$	\$
		Total Due	\$

***Total due is to be paid at the date of application**

The above organization/individual requests use of:

Auditorium Gymnasium Stadium Library Cafeteria Classroom Other*

*If other, please specify: _____ Building Requested: _____

Is the organization requesting to use District-owned equipment? Yes* No

*If yes, please specify which equipment: _____

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.

Purpose for rental: _____ Dates Requested: _____

Will public be admitted? Yes No Will admission be charged? Yes No

When using school facilities, this organization agrees to observe the following:

1. **To schedule with the Superintendent/designee the time(s) District property is to be used.** It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with school activities.
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 a minimum of \$1,000,000 umbrella as well as limits of \$3,000 for personal bodily injury and a minimum of \$1,000,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board at the time of the application. The Board shall require the renting organization to assume all liability for injury to individuals by reason the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
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.
4. **To abide by the requirements of Board policies 05.3 and .5.31 (see attached).** Disregard of the rules and regulations governing the use of school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.
5. **To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.**

I have read and agree to the Application and Agreement for Use of District Property rules and regulations located on the back of this form.

Signature - Representative of User Group

Date

Signature - Building Administrator

Date

Amount Received \$ _____

Signature - Mike Wilson, Director of Facilities

Date

For Office Use Only - To be Completed by School Official

Cost for use of District property \$ _____ **Cost for school employee \$** _____ **Total Cost \$** _____

Date Deposit Received _____ **Balance Due \$** _____

Mike Wilson, Director of Facilities Signature: _____

Board Action Date, if applicable _____ **Board Order #** _____

****Note: Please attach a copy of insurance binder/liability certificate***