# SCHOOL FACILITIES 05.31 AP.21

Application and Agreement for Use of District Property

In order to receive Board approval for the use of a facility this completed form must be submitted to the Superintendent 30 days prior to the date of the activity/event scheduled at the facility.

**Organization or group requesting the use of a Bell County Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual representing group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual's telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual's address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

The above organization/individual requests the use of:

**🞏** auditorium **🞏** gymnasium **🞏** dining room **🞏** stadium **🞏** classroom(s) **🞏** other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the school/district site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the time \_\_\_\_\_\_\_\_\_\_\_

Is the organization/individual planning to conduct sales or raise funds on school premises? 🞏 YES 🞏 NO

If yes, describe the purpose to which they will be applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal, site administrator, your signature indicates the requested property is available on the**

**date and time indicated above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

***Site Administrator's Signature Dat*e**

**There will be no charge for facility use by a nonschool related group/individual unless school janitors have to clean the area used by the group following the event or unless the janitor has to come in on the weekend and open and close the building. In such cases, the group/individual must pay the janitor directly the amount incurred for clean up and for the additional time needed for the janitor's service. This amount will be $50.00 for a three (3) hour event and $100.00 for a six (6) hour event and must be paid to the janitor prior to the event.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Signature of Individual/Representative Date***

In order for Bell County Board insurance to cover nonschool activities/events conducted on school property the Board must have approved those activities/events prior to their occurrence.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Board* *Approval Date Superintendent's Signature***

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.

Review/Revised:10/15/12