



**Maryville City Schools
 833 Lawrence Avenue
 Maryville, Tennessee 37803**

Application to Use School Facilities for Private Tutoring for Pay by a School Employee

School You Wish to Use: _____

Employee's Name: _____

Mailing Address: _____ City _____ Zip _____

Cell Number: _____ E-Mail _____

Purpose of Use: _____

Expected Attendance: _____ Will only current MCS students be involved? Yes No

Date, Days, and Time of Use (specify any reoccurring needs): _____

Special equipment (e.g., Stage Lighting, PA system, Piano, Kitchen Equipment, etc.) to be furnished by the School System ("Equipment"): _____

It is agreed that if the Application is accepted by MCS, the following requirements are contractually binding on the parties:

1. Maryville City School Board Policy 5.608 regarding Tutoring for Pay will be observed. The guidelines state that tutoring for pay must be limited to children other than those for whom the employee is currently exercising teaching, administrative, or supervisory responsibility. This rule does not apply if the requested service falls outside the scope of the regular job duties of the employee.

- 2. Only current Maryville City School students are eligible to be served under this agreement. If an employee wants to serve children from outside MCS, then he/she will need to submit an Application for Use of School Facilities by Outside Organizations.
- 3. The rules of the City of Maryville Board of Education, Director of Schools and applicable school principal in regard to use of the Facilities and Equipment will be observed. These rules include no smoking or use of alcoholic beverages on the premises; no mechanical additions or changes to the Facilities without permission of the applicable school's principal or Director of Schools; assumption of responsibility and liability for accidents or injury which may occur as a result of any approved addition or change to the Facilities, and removal of any addition or change at the end of the rental period, with return of the Facilities to the condition at the time of rental; and, if the rental includes use of a cafeteria, no use of kitchen equipment without authorization and direction of the school's cafeteria manager
- 4. There shall be adult supervision of minor children at all times during the use of the Facilities.

Employee

Principal

Date

Date

Comments, Conditions, and Additional Requirements: _____

For the Maryville Board of Education

Date