

FORT THOMAS

INDEPENDENT SCHOOLS

HIGHLANDS HIGH

21 February 2020

HIGHLANDS MIDDLE

JOHNSON ELEMENTARY

Dear Community Member:

MOYER ELEMENTARY

WOODFILL ELEMENTARY

Thank you for your interest in utilizing our facilities for your event. Please find attached to this letter the following information:

- 1) Board Policy 5.3 - Use of School Facilities and Grounds
- 2) Board procedure 5.3 AP.1 - Use of School Facilities and Grounds
- 3) Board Policy 5.31 - Rental Application and Contract
- 4) Board Policy 5.31 AP.21 - Application for Use of District Property
- 5) The FTIS Fee Schedule for Building / Facilities Rental
- 6) Liability Insurance Information Sheet

Please note:

- 1) All groups that are not covered by the Fort Thomas Independent Schools insurance policies are required to submit copies of their liability insurance policies, naming the district as an additional insured, should their applications be approved. The minimum coverage required is \$1,000,000.
- 2) All youth-sports groups are required to submit copies of their "rosters" that include the participant's name and school they are attending to assist us in determining the "priority" to which your group belongs. Please send these with your completed application.
- 3) All groups that qualify may be required to submit additional paperwork and submit to a background check to be issued a credential for building access.

Facility Use Request Procedures

- 1) Please review all policies and procedures referenced here and contact the Director of Operations should you have any questions. Contact information is listed below.
- 2) If you wish to proceed with a facility request, please complete the attached Application and return it to the Director of Operations.
- 3) Appropriate School and District Staff will review the application and determine if a facility is available and the request approved.

Rich in Tradition Focused on the Future

- 4) Should the request be approved, we will notify you electronically using our scheduling program. You will receive an email message from the "School Dude Message Center."
- 5) Once approved, we will send a contract for your signature, a detailed Event Schedule, and a list of anticipated fees that could apply.
- 6) Please sign the contract and submit, along with a copy of your liability insurance and deposit (if required) to the Director of Operations. Individuals or organizations renting space at Launch @ 20 North Grand Avenue will be required to provide liability insurance for United Property Group as well.
- 7) Should rental fees, personnel charges or other fees apply, we will send an invoice upon the completion of your event. **Please make all checks payable to Fort Thomas Independent Schools and send to the attention of the Director of Operations.** Prompt payment is requested.

Should you have any questions about the facilities of Fort Thomas Independent Schools or this process please do not hesitate to contact us at your earliest convenience.

Sincerely,



Jerry Wissman
Director of Operations
Fort Thomas Independent Schools
859.815.2018
Jerry.Wissman@fortthomas.kyschools.us

Use of School Facilities and Grounds

WHO MAY USE

The Board authorizes the use of school facilities and grounds by responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities and grounds shall not be used by groups when such use would interfere with educational purposes.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.¹

Priority in scheduling shall be determined based on procedures developed by the Superintendent.

USE DURING ELECTIONS

The Superintendent is authorized to grant approval for use of school facilities as polling places for elections.

POLITICAL RALLIES

Political rallies may be held in school facilities, provided the provisions of this policy are followed.

AVAILABILITY

The Board shall determine when and which facilities and grounds will be available to the community and establish reasonable fees for their rental.

Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may use school facilities and grounds without charge when approved by the Principal and, when required, supervised by school personnel.

AFTER SCHOOL PROGRAMS

Private, for profit tutoring is not permitted on school property. All lessons/classes conducted on District property MUST be related to District curricular programs and must be approved in advance by the Superintendent or designee.

OTHER GROUPS

Other local groups may be granted permission to use school facilities and grounds provided the following requirements are met:

- Applications shall be submitted in writing to the Principal for approval.
- The Principal or designee shall be present when school facilities or grounds are being used.
- Activities shall be scheduled to last no more than three (3) hours and to end no later than 10:00 p.m., unless the Principal grants prior permission to exceed these limits.
- Payment is made in accordance with a fee schedule approved by the Board. The Superintendent is authorized to alter the hourly rate based on justifiable written information supplied by the renter.
- The Board shall require reimbursement for any and all expenses incurred, including those for utilities and custodial and supervisory services.

Use of School Facilities and Grounds**APPLICATION AND CONTRACT**

The Board shall adopt an official application forms, fee schedules, and an official rental contract, all of which shall detail the conditions of usage. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity. Persons authorized to represent officially the renting organization must sign the application and contract.

Forms shall be completed in triplicate and returned to the office of application within ten (10) days prior to use. The Principal, the Superintendent, and the applicant shall each be provided with a copy of the forms.

If an application includes a request to use a school gymnasium or auditorium for money-making activities, the Superintendent shall review the application and have the authority to increase the normal rental fee.

LIABILITY

The Board shall require a renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

INSURANCE

If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.

RESTITUTION OF DAMAGES

The renting group or organization shall reimburse the Board for any repair of damages to or replacement of school property lost, stolen, damaged or vandalized while under its care. In such cases, the Principal shall send a written report to the Superintendent and the person granted permission to use the facility. Settlement of a damage claim must be made with the Superintendent.

DISREGARD OF RULES

Disregard of the rules and regulations governing the use of school facilities and grounds shall result in the refusal of the Board to grant the offending group or organization further use.

REFERENCES:

¹KRS 162.055

KRS 158.183; KRS 160.290; KRS 160.293; KRS 160.340; KRS 162.050

OAG 60-389; OAG 80-78

P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

RELATED POLICY:

10.3

Adopted/Amended: 7/9/2012

Order #: 1035

Use of School Facilities and Grounds

PRIMARY PURPOSE

School facilities and grounds are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational, and cultural needs by effective utilization of school facilities and grounds. It is necessary to ensure that such use does not interfere with regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance. Any group or individual applying for use of school facilities will be classified using the priority levels listed below. These priorities will determine what facility use fees will be incurred.

PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - Fort Thomas Independent School Groups <i>When required, must be supervised by school personnel</i>	Fort Thomas Education Foundation Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Regular season interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council. District Enrichment Programs District Adult/Community education programs Parent-Teacher Organization Booster Groups - academic, athletic and band Little League and/or comparable groups comprised entirely of students who reside in the Fort Thomas Independent School District. Fort Thomas Independent Schools Partners	Principal/designee	Principal/designee	Per Board-approved scheduled	None required if covered by current District insurance policies. Any group not covered will be required to provide certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use. NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. <u>(Accounting Procedures for Kentucky School Activity Funds)</u>

Use of School Facilities and Grounds**PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)**

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
II - School-Related Groups <i>When required, must be supervised by school personnel</i>	4-H Clubs Scout groups County Recreation Programs Little League and/or comparable groups that are not comprised entirely of students who reside in the Fort Thomas Independent School District. YMCA or similar groups Activities for students enrolled in local private schools having no facilities or grounds available for such activities. Employees of Fort Thomas Independent Schools.	Principal/ designee	Principal/ designee	Per Board- approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.
III - Community Interest Groups <i>Principal/designee must be present</i>	Civic clubs Industrial groups Church groups Homemakers Farm Bureau Historical Society Little League and/or comparable groups with no participants that are students who reside in the Fort Thomas Independent School District.	Principal/ designee	Principal/ designee	Per Board- approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.
IV - Meetings of General Public	General meetings of various community groups including, but not limited to, political parties.	Principal/ designee	Principal/ designee	Per Board- approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.

TOURNAMENT COMPETITIONS

Special tournaments or competitions that are sponsored by Fort Thomas Independent School teams or organizations may be held in school facilities. These groups may use the facilities free of charge, but those groups will be responsible for all supervisory and custodial fees that may apply.

Use of School Facilities and Grounds

FOOD SERVICE

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee or that the group receives appropriate training on all food service equipment. Appropriate Facility Use Fees may apply to compensate for the presence of these employees per the Board-approved scheduled.

PUBLIC ELECTIONS/RALLIES

School facilities may be used as polling places for public elections without charge. Political rallies may be held in school facilities, provided the provisions of this policy are followed.

SPECIAL/EMERGENCY USE

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised:7/8/13

Rental Application and Contract

CONDITIONS OF RENTAL

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Superintendent or designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
 - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
 - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
 - c. Agreement to observe all school rules, regulations, and requirements for the spaces covered by the contract;
 - d. Agreement to observe all fire and safety regulations;
 - e. Agreement that the use of any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property. The use of alcoholic beverages is prohibited in school buildings or on school grounds; however, the Superintendent may allow an exception regarding use of alcoholic beverages for the rental and use of school facilities located at 20 N. Grand Avenue, during non-school hours by third parties. When such an exception is permitted, the third party shall be responsible for all the other conditions and requirements set forth in this policy as well as compliance with all applicable federal, state, and local laws, regulations, and ordinances covering service and consumption of alcohol, shall not engage in the sale of alcoholic beverages, **and shall provide proof of liability insurance affording minimum coverage of one million dollars that names the Fort Thomas Independent Board of Education as an additional insured and specifically provides coverage for social host/event liability.**
 - f. Observance that no immoral or illegal activity shall be allowed on the premises;
 - g. The presence of a school employee when the building is open after school hours. Such employee shall be designated by the Principal and shall, in no way, be responsible for the conduct of persons present.
 - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
 - i. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
 - j. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
 - k. Agreement to leave the facilities in as good a condition as before used.

When appropriate, the renting organization shall provide proof of insurance covering the conditions above when requested by the Superintendent or designee.

Rental Application and Contract

REFERENCES:

KRS 162.055; KRS 438.050; KRS 438.305; KRS 438.345

OAG 81-295

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 06.221; 09.4232; 10.3; 10.5

Adopted/Amended: 8/12/2019

Order #: 2024

Application for Use of District Property

APPLICATION FOR RENTAL OF: _____
 (Must indicate school name and area to be used)

NAME OF ORGANIZATION: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

ADDRESS: _____ **PHONE:** _____

City: _____ **State:** _____ **Zip:** _____

DAYTIME PHONE: _____ **Cell Phone:** _____

Email Address: _____

Description/Purpose of Activity: _____

DATE(S) REQUESTED	EVENT TIME	EVENT SET UP/BREAK DOWN TIMES

Will admission be charged? ☐ Yes ☐ No If so, amount per person \$ _____

TOWER PARK SOCCER COMPLEX

The Turf Field at Tower Park is scheduled in 1/3 increments. Organizations may reserve all or just a portion of the field. If you are requesting to use a portion of the field, please be advised that other organizations may be scheduled at the same time on other portions of the field. Please indicate your needs below

☐ 1/3 Field Use ☐ 2/3 Field Use ☐ Whole Field

PERFORMING ARTS CENTER/THEATER STUDIO NEEDS (PLEASE CHECK IF NEEDED)

☐ Basic Sound System **or** ☐ Enhanced Sound System

☐ Basic House Lighting **or** ☐ Special Lighting

☐ Projection Booth

☐ Dressing Rooms

☐ Ticket Booth

☐ Fly System

☐ Camera/AV

☐ Piano

☐ Orchestra Shell

☐ Choral Risers

SPECIAL NEEDS (PLEASE CHECK IF NEEDED)

☐ Sound System

☐ Cafeteria

☐ Showers/Lockers

☐ Restrooms

☐ Kitchen/Serving

☐ Concession Areas

☐ Smart Board/Projector/AV

☐ Other _____

☐ Seating

Number _____

Type Desired _____

☐ Audio Visual

Number _____

Type Desired _____

ADDITIONAL LIGHTING COMMENTS OR NEEDS: _____

Application for Use of District Property**WHAT DO YOU NEED FOR SOUND?**

- ☐ Standard Microphone; Number _____
- ☐ Wireless Microphones: Additional Fee Applies, Number _____
- ☐ Portable Sound System ☐ Hearing assistance equipment in Performing Arts Center
- ☐ Sound technicians to operate equipment ☐ CD/DVD Player

ADDITIONAL SOUND COMMENTS OR NEEDS: _____**MISCELLANEOUS NEEDS**

- ☐ Headset communication from backstage to light booth ☐ Podium
- ☐ Restrooms in front of gym ☐ Tables; how many _____ ☐ Chairs; how many _____

ADDITIONAL COMMENTS OR NEEDS: _____

If required, the Fort Thomas Board of Education shall furnish appropriate supervisory and custodial personnel for the event. The organization renting the facility shall be responsible for reimbursing the Fort Thomas Board of Education for expenses incurred in providing the supervisor, custodial services, or any other related services. This includes, but is not limited to, wages paid to the supervisor, as well as employer matching benefits on the wages. If the Performing Arts Center at Highlands High School is the venue, the Auditorium Manager will be present. The Auditorium Manager will determine if Sound or Lighting Technicians will be required for the event. There will be an additional charge for those services. If a group wishes to utilize their own technicians, they will be required to attend training sessions offered by the Auditorium Manager.

The Fort Thomas Board of Education shall not be responsible for providing any specialized equipment or for any set-up or break-down activities such as scenery. All specialized equipment and set-up or breakdown activities in the Performing Arts Center will be coordinated with the Auditorium Manager.

Prior to the first date of the activity, the organization's sponsor shall provide the Office of the Superintendent with a certificate of liability provided by the Organization's insurance company naming the Fort Thomas Board of Education as additional insured under the policy.

IF THIS REQUEST IS APPROVED AND THE ORGANIZATION'S EVENT SCHEDULED, A CONTRACT WILL BE SENT TO THE AUTHORIZED PARTY FOR A SIGNATURE. PLEASE RETURN THE SIGNED CONTRACT TO FORT THOMAS INDEPENDENT SCHOOLS, ATTN: DIRECTOR OF OPERATIONS.

I, the undersigned, do hereby request the use of the facilities listed above. I understand that until this request is approved, a contract signed, and a deposit (if necessary) is paid, my event will not be scheduled.

ORGANIZATION'S AUTHORIZED REPRESENTATIVE**DATE**

Application for Use of District Property**EVENT INFORMATION FORM**

Please fill out the information below to help us prepare for your event. The information you provide will be forwarded to the appropriate staff member who can assist in meeting your needs.

1. Is your group a youth sports group or other comparable organization? If so, please attach a copy of your roster(s) to help us determine which usage priority applies to your Organization.
2. What are your audio/visual needs for this event?
3. Our custodial staff will be cleaning the space before and after your event. Please provide any information you can give us that will help us better prepare for your event.
4. All district facilities feature electronic door access that will be programmed for your event.
 - When would you like to have the doors unlock?
 - When should the doors lock at the conclusion of your event?
5. What are your needs for event setup?
6. What are your needs for event breakdown?
7. All district facilities feature automated climate controls. To assure a comfortable climate when you arrive, we will be programming controls to begin operation one (1) hour before your scheduled event start time and cease operation at the end of your event.
8. What are your IT/technology needs for this event?
9. Many of our spaces feature "state-of-the-art" performance lights and sound, and stage spaces. If you are planning to use any of these spaces, we will have our staff contact you regarding your needs. We will be contacting the Organization's authorized representative, but if we should contact someone else regarding those needs, please list this contact information below:

Review/Revised:9/10/12

**FORT THOMAS INDEPENDENT SCHOOLS FEE SCHEDULE
FOR BUILDING / FACILITIES RENTAL**

Building	Area Requested	Priority 1	Priority 2	Priority 3	Priority 4
Highlands High School	Performing Arts Center	Free	\$50 / hour Maximum Charge \$300	\$100 / hour Maximum Charge \$600	\$150 / hour Maximum Charge \$900
	Theater Studio	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720
	TV Studio	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720
	Audio Lab	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720
	Production Room	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720
	Football Field	Free	\$75 / hour Maximum Charge \$500	\$150/hour Maximum Charge \$900	\$200/hour Maximum Charge \$1,200
	HHS Athletic Fieldhouse	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720
	Classroom	Free	Free	\$25 / hour	\$35 / hour
	Gymnasium	Free	Free	\$100/hour Maximum Charge \$600	\$150/hour Maximum Charge \$900
	Multi-Purpose Room	Free	Free	\$60 / hour Maximum Charge \$360	\$80 / hour Maximum Charge \$480
	Cafeteria	Free	Free	\$30 / hour	\$55 / hour
	Kitchen	Free	Free	\$30 / hour	\$55 / hour
	Media Center	Free	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480
	Innovation Lab	Free	Free	\$30 / hour Maximum Charge \$180	\$55 / hour Maximum Charge \$330
	Community Center / Hall of Fame Room	Free	\$40 / hour Maximum Charge \$240	\$80 / hour Maximum Charge \$480	\$120/hour Maximum Charge \$720

Highlands Middle School	Classroom	Free	Free	\$25 / hour	\$35 / hour
	Computer Lab	Free	Free	\$30 / hour	\$55 / hour
	Gymnasium	Free	Free	\$100/hour Maximum Charge \$600	\$150/hour Maximum Charge \$900
	Cafeteria	Free	Free	\$30 / hour	\$55 / hour
	Kitchen	Free	Free	\$30 / hour	\$55 / hour
	Media Center	Free	Free	\$30 / hour	\$55 / hour
	Parking Garage	Free	Free	\$25 / hour	\$35 / hour
Elementary Schools	Classroom	Free	Free	\$25 / hour	\$35 / hour
	Computer Lab	Free	Free	\$30 / hour	\$55 / hour
	Gymnasium	Free	Free	\$60 / hour Maximum Charge \$360	\$80 / hour Maximum Charge \$480
	Cafetorium	Free	\$30 / hour Maximum Charge \$200	\$80 / hour Maximum Charge \$480	\$100/hour Maximum Charge \$600
	Kitchen	Free	Free	\$30 / hour	\$55 / hour
	Media Center	Free	Free	\$30 / hour	\$55 / hour
Launch @ 20 N Grand	Convening Room	Free	\$40 / hour	\$80 / hour	\$120/hour
	Maker Studio	Free	\$20 / hour	\$30 / hour	\$45/hour
	Student Pop-Up Shop	Free	\$20 / hour	\$30 / hour	\$45 / hour
	Professional Studies Center	Free	\$100 / hour	\$150 / hour	\$200/hour
Tower Park Soccer Complex	Soccer Field @ Tower Park	Free	\$75 / hour Maximum Charge \$500	\$150/hour Maximum Charge \$900	\$200/hour Maximum Charge \$1,200

Use of these facilities may require the Auditorium Manager, Site Supervisor, Custodial services, or other staff to be present. The rate for these services will be determined based upon the hourly rate for the individuals assigned to work the event. The Organization shall also be liable for the cost to the district to pay these employees their required benefits. This surcharge will not exceed 32% of the employee's hourly rate. An estimate for these services will be provided but may differ from actual charges based upon employee assigned to the event. The district reserves the right to assign additional employees than estimated should the facility be left in a condition that requires such action.

FORT THOMAS

INDEPENDENT SCHOOLS

LIABILITY INSURANCE INFORMATION SHEET

Thank you for expressing interest in using the facilities of Fort Thomas Independent Schools. To schedule event time at our facilities, you must present a certificate of insurance naming Fort Thomas Independent Schools as an additional insured. Board Policy 05.31 (3e) requires that you carry a minimum of \$1,000,000 of General Liability coverage. A copy of this policy is included in this informational packet.

If your group is part of a larger entity such as the Boys Scouts of America or the Amateur Athletic Union, these organizations should be able to provide you a certificate for your group, at the required level. If you are not part of a larger group, there are still several ways for you to meet the insurance requirement.

- 1) Utilize your homeowner's policy and personal umbrella. Contact your local agent and have them assist in adding to your coverages to satisfy the requirement. Please remember to have them name the district as an additional insured.
- 2) Purchase a liability insurance policy which would cover the length of your activity. You can contact your local agent or purchase coverage online. The following online agencies cater to sports and other team activities.
 - a. www.chappellinsurance.com
 - b. www.kandkinsurance.com
 - c. www.esportsinsurance.com
- 3) Purchase one-day event insurance through a local agent. Check with your agent to see if they can provide this for you. Local agents that have confirmed they offer such policies are:
 - a. Desmond Insurance – Shannon Desmond Walz - 859.491.5100
 - i. shannon.desmondwalz@desmondinsurance.com
 - b. Gross Insurance Agency – David Gross - 859.445.0419
 - i. David.gross@gross-ins.com
 - c. Crawford Insurance – Steve Crawford - 859.581.2088
 - i. Steve.Crawford@assuredpartners.com
 - d. Dave Walkenhorst Agency – Julie Hayes - 859.442.5660
 - i. juliehayes@fuse.net
- 4) Purchase coverage through a nationally recognized insurance provider. Many agencies such as Progressive, Allstate, and Travelers provide this coverage. Check out their website for more information.
- 5) This coverage can also be purchased online. The following online agencies cater to one-day events.
 - a. www.chappellinsurance.com
 - b. www.kandkinsurance.com
 - c. www.specialeventinsurance.com
 - d. www.theeventhelper.com
 - e. www.eventsured.com