

Guidelines for Use of School Facility

1. No one shall be allowed in the facility until:
 - a. their scheduled time
 - b. the rental form is signed by an authorized person.
2. Arrive and leave promptly at designated times.
3. No children are to be dropped off or allowed in the school before adult supervision has arrived.
4. All children and participants/non-participants that are in the building during the time the facility is being rented must be supervised by an adult or coach.
5. No concessions may be sold and no food or drinks are allowed in the facility (see alternative option below).
6. No tobacco products are allowed on the property.
7. Enter at designated point of entry and no roaming the facility. Do not prop doors open.
8. No hanging on basketball nets or rims, climbing on wall or mats.
9. No climbing or jumping on the bleachers.
10. No bouncing of basketballs in hallways.
11. No hitting fences with balls, bats, or other equipment.
12. Do not use gym equipment, i.e. mats, cones, ropes, balls.
13. Clean all areas used before leaving and take trash to the dumpsters.
14. All requests made by the custodial staff must be strictly adhered to by all visitors.
15. Anyone who does not adhere to these guidelines will be asked to leave.
16. You must provide a copy of your current insurance policy before you can use the facility. Your insurance policy must have team name and the certificate holder must be the Scott County Board of Education.
17. You will be billed according to Board policy for use of the facility plus clean up time.

Team Name or Group: _____

Phone Number: _____

Name of Responsible Person: _____

Date: _____

Concession Alternative: If the group desires to sell concessions and will keep it in the lobby area, the charge per hour shall be \$ _____.

SCHOOL FACILITIES

05.31 AP.21

Facilities Rental Application

SCOTT COUNTY SCHOOLS
P.O. BOX 578
GEORGETOWN, KY 40324
ATTN: FACILITIES DEPARTMENT

School year: 20__ - 20__ School to be rented: _____ Area to be used: _____
You must have a one million dollar (\$1,000,000.00) insurance policy naming Scott County Board of Education as the certificate holder to cover the event(s) to include medical insurance covering all individuals attending and/or participating in this event. The Scott County Board of Education must have a copy of your insurance before the event.

Person Responsible for Payment(s) of the Rental Fee: _____ Organization: _____

Address to be Billed: Street: _____ City: _____ State: _____ Zip Code: _____

Phone Number of Person Responsible for Payment(s) of the Rental Fee: _____

Insurance Carrier: _____ Insurance Agent: _____ Phone#: _____

USE OF SCOTT COUNTY SCHOOLS FACILITIES

This document constitutes a rental agreement between the Scott County School System and the undersigned for the use of school facilities as set forth herein. The individual sponsor and sponsoring group accepts the following responsibilities.

1. The individual responsible must be at least 21 years old.
2. Individual(s) will be responsible for actions of all persons in attendance at the function.
3. Individual(s) will be responsible for any damages incurred.
4. All equipment must be furnished by the group.
5. Individuals will be restricted to the area in the building or on the property listed on the application.
6. No alcoholic beverages are allowed.
7. No smoking in the school building or on school grounds.
8. Not pets/animals are allowed in the building.

The Renter represents and warrants that he/she has full authority to execute the agreement on behalf of the above named organization and that our statements contained in the application are correct.

RENTAL COST	
PLEASE CHECK APPROPRIATE SPACE	
_____ NO CUSTODIAN/NO FOOD OR DRINKS	COST: \$20.00/hr.
_____ CUSTODIAN/NO FOOD OR DRINKS	COST: \$40.00/hr.
_____ NO CUSTODIAN/FOOD OR DRINKS	COST: \$30.00/hr.
_____ CUSTODIAN/FOOD OR DRINKS	COST: \$60.00/hr.
_____ OUTDOOR FIELD OR COURTS	COST: \$20.00/hr.
_____ OUTDOOR FIELD OR COURTS	COST: \$100.00/day

THE BOARD OF EDUCATION OF SCOTT COUNTY TAKES NO POSITION CONCERNING THE VIEWPOINTS, PRACTICES, OR CREED OF LAWFUL USERS OF ITS FACILITIES.

Facilities Rental Application (Page 2)

Scott County Schools Facility Being Used: _____ Printed Name of School Property Renter: _____

The undersigned agrees to be indemnify and save harmless the Scott County School System from any claim or loss by reason of accident or damage to person or property happening on school property and defend any action against the Scott County School System in a Court of Law.

Rental Date	Rental Day of Week	Rental Start Time	Rental End Time	Total Hours	Rental Cost	Total Rental Cost	Signature of Renter	SCOTT COUNTY SCHOOLS AUTHORIZING SIGNATURE

Note: This MUST be completely filled out before you submit this report to the Facilities Office.

Note: SCHS/SCMS/Ninth Grade Center – When refreshments are sold/used, these refreshments must be purchased through the Athletic Director at SCHS, prior to the event and COKE products are the only brand you are allowed to use.

Please list any damages that occurred during the use of the facility by this group. Please follow up with a Maintenance Request to the Maintenance Department.
