



## 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	\$	\$	\$
		<b>Total Due</b>	\$

**\*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***