

# Trousdale County Board of Education

## School Use Contract 2023-24

**Must submit completed CONTRACT with deposit and fees to the Board of Education two weeks prior to the event.**

NAME of EVENT: \_\_\_\_\_ SPONSOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ AREA: \_\_\_\_\_ DATE(S): \_\_\_\_\_

FEES: (if applicable): \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

**\$100 deposit is required for all activities.**

Supervising Employee: \_\_\_\_\_ Janitor: (if applicable) \_\_\_\_\_

Approving Principal: (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: (signature) \_\_\_\_\_ Date: \_\_\_\_\_

CONDITIONS: Per School Board Policy 3.206 Community Use of School Facilities.

- The facility shall be reserved with a \$100 deposit and all applicable fees shall be paid to the Board of Education at least two (2) weeks prior to the scheduled event
- A \$100 per hour rate will be charged to non-school related organizations.
- A custodian rate of \$25.84 per hour will be charged to non-school related organizations and to school organizations when custodian is not on duty.
- Proof of insurance for non-related school events involving students must be documented by either 1) a blanket coverage 2) disclaimer forms or 3) copy of parental insurance carriers.
- Activities involving (10) or more persons shall have a janitor on duty at all times during the event.
- All activities shall be under supervision of a school employee (approved by the building principal) at all times during the event.
- Groups receiving permission are financially responsible for any damages to the building or its contents.
- Groups receiving permission are restricted to the dates and times specified in this contract.
- Groups receiving permission are responsible for the observance of all fire and safety regulations at all times.
- The use of alcoholic beverages, drugs, tobacco, profaned language or gambling in any form is prohibited.
- If kitchens are used, at least one member of the cafeteria staff or a staff member appointed by the building principal must be present to supervise the use of cafeteria equipment. Cafeteria staff are paid at the same \$25.84 hourly rate.
- All areas must be cleaned and in the condition they were originally provided.
- All trash must be disposed in the dumpster outside the school.
- The building must be locked and secured at the end of the event.
- Deposits shall be returned upon satisfactory facility inspection by the Principal.
- Sponsor shall adhere to COVID-19 policies and procedures of the school.

I hereby agree to abide by the above conditions of this CONTRACT.

Sponsor (Signature) \_\_\_\_\_ Date \_\_\_\_\_