

Facilities/Grounds Use Agreement

Name of Event: _____

Description of Event: _____

Employee Responsible: _____

Address (City, State, & Zip Code): _____

Phone (Day): _____ Phone (Evening): _____

Email Address: _____

Day(s) & Date(s) Requested: _____ Weekend Event?: _____

Entrance Time(s): _____ am/pm Exit Time(s): _____ am/pm

Starting Time of Event(s): _____ am/pm Exit Time of Event(s): _____ am/pm

NOTE: Hours must include all time needed for set-up, decorating, main event, and clean up.

PLACE X WHERE APPLICABLE:

Facility(s)/Ground(s) Area Requesting:

- Ag Farm Camargo ELC Mapleton
- MSE MCIS McNabb MCHS
- Transportation Other _____

Area(s) Requesting:

- Ag Farm Auditorium Baseball Field Cafeteria
- Classroom(s) Football Field Gym Media Center
- Parking Lot Turf Field Soccer Field Softball Field
- Track Other _____

A/V Equipment and other Requesting:

- Hand Held Microphone Lapel Microphone Podium
- Spot Light Stage Lights Stage
- Video Projector Other _____

Other:

- Admission Fee _____ Attendance _____
- Drinks/Food _____ Special Set-Up _____

Employee Making Request Signature Date

Principal/Designee Date

By signing this form you acknowledge that you have read & understand the Facilities/Grounds Use Agreement and that you will abide by all stipulations set forth in this document.

FOR OFFICE USE ONLY

Custodian(s)	\$ _____	X	_____ Hours	Total \$ _____
Facility(s)	\$ _____	X	_____ Hours	Total \$ _____
Audio/Visual	\$ _____	X	_____ Hours	Total \$ _____
Payment Code(s): _____				Event Total \$ _____

A completed copy of this form is to be scanned to jessica.corey@montgomery.kyschools.us or faxed (859.497.8608) to District Wide Services

Facilities/Grounds Use Agreement

This request is for school sponsored events to be held during or after school hours

CONDITIONS OF RENTAL

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

1. An official application shall be made to District Wide Services office.
2. Use/Rentals will be made only to responsible employee(s) and organized group(s).
3. Responsible employee(s)/officer(s) of the group must sign the agreement.
4. Conditions of that agreement shall include:
 - a. Acceptance of responsibility by employee(s) or official(s) utilizing or renting a facility(s) for any damage or loss resulting from the/their use;
 - b. Agreement that using/renting employee(s)/organization(s), and officer(s) thereof, shall assume all liability for any personal injuries incurred during their use of district facilities/grounds and shall hold the Board harmless from any such claims against it;
 - c. Agreement to observe all fire and safety regulations;
 - d. Agreement that the use of tobacco products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings and grounds;
 - e. Observance that no immoral or illegal activity shall be allowed on the premises;
 - f. The presence of a school custodian, another employee of the school system, or Principal approved appointee at all times. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages and benefits must be paid;
 - g. The presence of school food service personnel when kitchen facilities are used. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;
 - h. Agreement that no alterations to the building(s) or ground(s) be made without prior approval;
 - i. Agreement that 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.

Review/Revised:12/19/11