

**Calloway County Schools  
Application for Use of School Facilities**

Name of Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Will you provide proof of liability insurance?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Name of Insurance Carrier: \_\_\_\_\_

The Calloway County Administration and Board of Education will consider requests for use of its facilities by responsible and organized groups for purposes which will benefit the schools and community. Use of school facilities may be granted only when such use shall not interfere with school sponsored activities. The Board of Education requires that a district staff member be present during the total time the facility is being used. The Board may impose any rental fee it or the administration deems appropriate to the request. Current Board policy requires a minimum fee of *\$12.50 per hour*. The school district reserves the right to refuse any request.

The undersigned agree, for themselves and for their organization, that they shall abide by the rules and regulations promulgated by the Calloway County Board of Education for the use of school facilities. This includes, but is not limited to, any and all prohibitions against discrimination, use of alcohol or drugs, and/or smoking.

Signature of Person making the request: \_\_\_\_\_

Signature of Principal or Administrator of Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Should the Superintendent consider the activity associated with this request as a “high-risk” activity as specified in Board Policy 05.3?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

## Contract for Use of Facility

This contract is made and entered into by and between the Calloway County Board of Education (Board) and

\_\_\_\_\_ (Applicant).

### Witnesseth

**WHEREAS, The Applicant has made application for the use of a school facility and has obtained the signature of the Principal or Administrator of that facility, recommending the request; and**

**WHEREAS, The Applicant has demonstrated that it is a responsible organized group and that the intended use of the facility shall not be in conflict with the Board of Education policies regulating the use of its facilities; and**

**WHEREAS, The Applicant has presented the school district administration with proof of appropriate insurance coverage; the Applicant has assumed all liability for any personal injuries incurred during the use of the facility; and the Applicant shall indemnify and save harmless the Board from any loss or damage resulting from the Applicant's use of the facility;**

- 1. The Applicant shall be permitted to use the \_\_\_\_\_  
(facility) at the \_\_\_\_\_ (school) on \_\_\_\_\_  
(date) for the time period beginning \_\_\_\_\_ ending at \_\_\_\_\_.**
- 2. The Applicant shall pay in advance the sum of \$ \_\_\_\_\_ for the use of said facility (calculated at \$12.50 per hour of facility use).**
- 3. The Applicant shall also pay all costs the Board and/or Administration may incur and require of the Applicant by reason of the applicant's use of the facility, including but not limited to, additional clean up, restoration, utility or supervision expenses.**
- 4. The applicant agrees that its use of the facility shall be in conformance with the Board's regulations and policies and that:  
  
(a) The officials of the Applicant organization shall accept responsibility for all loss or damage resulting from the use of the facility.**

- (b) If the Superintendent or the Superintendent's designee shall determine that the activity associated with this contract is a high-risk activity, under the terms of Board policy 05.3, the Applicant shall attach to this contract a certificate of liability insurance (for this activity) naming the Board as additional insured under the Applicant's insurance policy.
  - (c) The Applicant agrees to observe all applicable fire and safety regulations.
  - (d) The Applicant agrees to observe and enforce the smoking restrictions applicable to school facilities and shall prohibit alcoholic beverages in and upon the school grounds.
  - (e) Applicant shall not permit any illegal or immoral conduct upon the school premises.
  - (f) Applicant shall make no alterations to the buildings or grounds without the prior, written approval of the Board.
  - (g) Applicant may not sublease or assign all or any portion of the facility or any item of equipment covered by this contract.
4. Applicant acknowledges that the use of the facility is conditioned upon an employee, designated by the Principal or administrative supervisor of the facility, being present at all times during the period specified in this contract. The cost and expenses of this employee shall be the responsibility of the Applicant and Applicant agrees to pay the employee's wages, together with other benefits and/or other payments required by law. In the event any employee services are required beyond their normal workweek and overtime wages must be paid, the Applicant shall reimburse the Board the cost of same. Payments for Board employees and staff during a rental period shall be in addition to any fee paid for use of the facility.
5. The use of the facility specified herein does not include any school equipment unless same is specifically identified and set out below:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. The Applicant agrees to leave the facilities in as good condition as existed before same was used by the Applicant.
7. This contract shall be binding upon the parties, the successor or assigns:

Given under our hands this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Calloway County Board of Education**

By: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Office)

**Applicant:** \_\_\_\_\_ (Name of Organization)

By: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Office)