

**Application for Permit to Lease School Property**

The undersigned applicant hereby requests the following community use of school facilities.

<p><b>Date(s) Needed:</b> _____</p> <p><b>Name of Facility:</b> _____</p> <p><b>Space to be Used:</b></p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p><b>PURPOSE:</b> _____</p> <p><b>WE WILL ENTER FACILITY AT</b> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</p> <p><b>WE WILL LEAVE FACILITY AT</b> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</p>
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The undersigned applicant agrees and certifies to the Jessamine County Board of Education that all activities and programs conducted on school property shall be subject to the following terms and conditions.

It is understood and agreed:

1. That facility rental and custodial (caretaker) overtime will be billed by Central Office. (Use of fields procedure requires ADVANCE payment; see field use forms via Athletic Director.) Bring your tentative Application signed by the school principal to the Jessamine County Board of Education Business Office, 871 Wilmore Road, Nicholasville, KY. The custodial (caretaker) overtime rate will be calculated according to the hours indicated on the application.
2. That use of a school facility for personal profit is prohibited. Use of a school facility for non-school fundraising is prohibited.
3. That a **Certificate of Liability Insurance** naming the Jessamine County Board of Education as additional insured must be provided by the applicant. **\$1,000,000 liability for the event and \$1,000,000 aggregate.** If the user does not carry liability insurance, the Board of Education may arrange liability insurance coverage with the cost payable in advance. Liability insurance coverage is the responsibility of the applicant.
4. That the activities and uses of the property shall be the responsibility of the applicant and shall be conducted in accordance with all school rules and regulations. Applicant shall be liable for any damages which occur to the school property during use by applicant.
5. That this activity and use of school property will not violate any law or ordinance of any kind whatsoever. **Smoking is prohibited by the State Fire Marshall.**
6. That absolutely no alcoholic beverages shall be served or consumed on school property, including parking lot and grounds.
7. That illegal, immoral or unbecoming conduct shall be prohibited during the use of this facility.

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- 8. That the applicant shall be solely responsible and liable for any injuries or damages resulting to anyone during this use of school facilities and shall indemnify and save harmless the Jessamine County Board of Education, all school officers, agents and employees from any liability whatsoever which may occur as a result of activities conducted on school property.
- 9. That the applicant is responsible for leaving the facility and grounds in the same condition as they were found. It is further understood that a custodian (caretaker) is required to be in the building during all uses of the facility. (The custodian (caretaker) insures security, unlocks and locks the facility, handles all utility usage/emergency response when warranted, they do not clean up.) They will provide tools necessary to sweep/mop, etc. to the user group. There is no charge to the applicant if the facilities are being used during the regular work schedule of the custodian (caretaker). However, any use of facilities during unscheduled custodian (caretaker) time requires payment of the custodial overtime salary, including fringe benefits as listed on form.
- 10. That the Jessamine County Board of Education shall, in all cases, have the final decision governing the use of school facilities.

I have read the terms and conditions of this lease of school facilities and agree to be responsible of compliance with each term.

**SIGNED:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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*To be completed by authorized personnel*

Tentative entry on school calendar completed:                      Yes    (circle when complete)

Custodial coverage assigned by maintenance dept.:                      Yes    (circle when complete)

Food Service Directors approval for café/kitchen use:                      Yes    (circle when complete)

Tentative Approval by School Principal/designee \_\_\_\_\_

Approved by Superintendent/designee \_\_\_\_\_

Date

Make check payable to the Jessamine County Board of Education.

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**HOURLY FEES FOR LEASE OF SCHOOL FACILITIES**

<b>Facility</b>	<b>Hourly Rate</b>	<b>X</b>	<b>Hours Used =</b>	<b>Total Due</b>
High School Auditorium	\$24.00	X	=	\$
<b>Technical Director/**</b>	<b>20.00</b>	<b>X</b>	<b>=</b>	<b>\$</b>
HS/MS Gymnasium	24.00	X	=	\$
HS/MS Cafeteria/kitchen (with Food Service Director approval)	18.00	X	=	\$
Elementary Cafeteria/kitchen (with Food Service Director approval)	18.00	X	=	\$
HS/MS/Elem Classroom	12.00	X	=	\$
JCTC Multi-purpose Room	18.00	X	=	\$
Custodian (caretaker) OT – if applicable*	30.00	X	=	\$
Food Service Employee (OT)	30.00	X	=	\$
Administrative Fee				\$2.00
<b>TOTAL AMOUNT DUE \$</b>				

\*Custodian (caretaker) overtime salary is charged if the facilities are used during non-scheduled custodian work hours.

\*\*Technical Director is required when use of school owned technical equipment (sound, lighting, projector, or screen equipment) is requested by lessee. School equipment may only be used by lessee if technical director is present.

I HEREBY ACKNOWLEDGE THE ABOVE FEE SCHEDULE AND AGREE TO PAY ACCORDINGLY. (Requestor signs below.)

SIGNED: \_\_\_\_\_

Phone: \_\_\_\_\_

Review/Revised:1/27/14