

Morrow County School District

Code: KG-FORM(1)
Revised/Readopted:
11-12-13
Revised: 8/11/14

Use of School Facilities Application

APPLICATION MUST BE TURNED IN AT LEAST 2 WEEKS IN ADVANCE

Facility Name & Address

Name of Applicant/Organization Today's Date

Applicant requests the use of the following:

Facilities

Equipment

School Personnel

Activity

Open to the public Yes No [Circle One]

Admission fee Yes No [Circle One]

Gratuity or admission charge will go to

Date(s) and time(s) for which the facilities are requested:

From Time on Day(s) of the week, Date

To Time on Day(s) of the week, Date

Facilities will be under the direct supervision of: Print name of responsible party

Insurance

Insurance coverage will be provided by:

Name of insurance company:

Policy Number

Amount of Liability Coverage - \$1,000,000 is required

Applicant agrees to the following:

1. Morrow County School District will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party;
2. Reimbursement will be made to Morrow County School District for any and all damage to the facility;
3. The usual fees/charges applicable to such use established by the district will be paid in advance;
4. Morrow County School District retains the right to revoke permission at any time if conditions or requirements are violated;
5. Request will not be approved unless all information is provided. Application is considered current only until the last day of May. A new form must be submitted each year;
6. An authorized use of school facilities is not transferable to another organization or individual. Misuse of this policy will result in the privilege being revoked;
7. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all safety laws and regulations are followed;
8. The user will be required to provide the district with a certificate of insurance documenting adequate liability insurance coverage;
9. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings or on school grounds;
10. The user shall confine the use of facilities to the area or areas specified in the contract. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls;
11. The district shall, subject to the terms of its policies, charge certain fees to offset the costs incurred by the district when facilities are used. Organizations shall be informed of the applicable fees before the facility use agreement is completed;
12. The amount of the required fees or conditions for exemption from such fees, shall be set forth in the "Facility Use Fee Schedule" which shall be available at each school site;
13. A school employee is required to be on duty or in attendance during the entire time a building is in use because of the district's liability issues. Said employee is responsible for securing the building and for proper use of the facility. If the use of the facility is at a time when no custodian or other regular employee is on duty, a fee will be charged to cover this cost. This applies to all organizations, even those who are not charged a rental fee;  
Note: This fee may be waived if the organization can prove to the district's satisfaction, that it has assigned supervisors who will ensure safety and security during the event.
14. **Cafeteria kitchens are not normally available for use by outside organizations. If use of the**

**kitchen is necessary, care must be taken to keep school supplies secure and school equipment properly used. Children are not allowed in the kitchen area. *A \$100 deposit is required if the kitchen is used (stoves, other equipment). A school employee must be present when kitchens are used. A Temporary Restaurant Permit is required to use the kitchen.***

- 15. If the user requires use of additional school furniture or equipment, it will be so designated in the written request for building use. Any charges for such items will be included in the Use Contract. Custodial staff are not authorized to provide or allow use of additional furniture and equipment not included in the Use Contract;
- 16. Fees from all district facility use will be paid to the district business office and be accounted for as revenue to the district;
- 17. For use of gyms, cafeterias and other large-group areas, the district shall charge a damage deposit of up to \$100 to be collected at the time the Use Contract is signed. The deposit shall be refundable, less the amount of any damage attributable to use by the organization, which has signed the building’s Use Contract. The appropriate building principal shall determine the extent of any damage and withhold reimbursement, but shall notify in writing any organization whose damage deposit is reduced, of the reasons for such reduction;
- 18. Coaches/Advisors agree to the school facility use as outlined in the Interscholastic Summer Facility Use policy as outlined in the Morrow County School District policy handbook.

\_\_\_\_\_  
Signature and Title of Responsible Party

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
Phone Number: Home and Business \_\_\_\_\_

Copy of Food Handler’s License (if applicable) \_\_\_\_\_

**Attach a copy of Restaurant Permit (if applicable) to application**