

PATRICK COUNTY PUBLIC SCHOOLS  
USE OF SCHOOL FACILITIES APPLICATION

PART 1: (To be completed by Requestor)

NAME AND ADDRESS OF ORGANIZATION: \_\_\_\_\_

NAME OF THE PERSON OR AUTHORIZED AGENT OF THE GROUP WHO ASSUMES RESPONSIBILITY FOR ANY DAMAGE TO THE FACILITY, CONTENTS, OR GROUNDS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER (HOME): \_\_\_\_\_ CONTACT NUMBER (OTHER) \_\_\_\_\_

SCHOOL SITE REQUESTED: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ TIME REQUESTED: \_\_\_\_\_ # ANTICIPATED \_\_\_\_\_

AREAS OF SCHOOL REQUESTED: (Check all that apply)

\_\_\_\_ Auditorium                      \_\_\_\_ Cafeteria                      \_\_\_\_ Kitchen  
\_\_\_\_ Gymnasium                      \_\_\_\_ Athletic Field                      \_\_\_\_ Classroom

ADDITIONAL EQUIPMENT REQUESTED: (Check all that apply)

\_\_\_\_ Audio                      \_\_\_\_ Sound Booth Audio                      \_\_\_\_ Theatrical Lighting  
\_\_\_\_ Portal Audio                      \_\_\_\_ Chairs(No:    )                      \_\_\_\_ Acoustical Shell Unit (No:    )

Note: **Individuals requesting additional equipment will be responsible for arranging a time with the principal or designee to receive instructions or other requirements relative to requested equipment.**

Attach a certificate of insurance (one-page certificate, not policy itself or application for insurance coverage). Patrick County Public Schools must be listed as additional insured. Does the description/location/operations section include detailed information about the vent, location, date, etc? \_\_\_\_\_ Yes    \_\_\_\_\_ No

In connection with the use of this facility, the undersigned agrees to the following conditions:

1. To accept full responsibility and liability for building, contents and grounds.
2. To absolve the Patrick County School Board and it employees of any responsibility for opinions expressed or entertainment provided at the event.
3. To indemnify and hold harmless the Patrick County School Board and all of its members and all of its employees.
4. To use no equipment of the school without first gaining permission of the principal.
5. To have all literature or announcements advertising the event approved by the principal before dissemination.
6. To abide by all rules and requirements that the school principal may specify for use of facilities.
7. To pay rental fees in advance.

The signature of the person responsible for the event indicates that the individual has read and will adhere to the accompanying regulations governing for use of school facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

After consultation with the principal, complete and forward this document, the rental fee check/money order (not cash) payable to Patrick County Public Schools, and the certificate of insurance to the school principal, who will estimate the personnel fees. If the activity is not approved, the principal will return the rental payment. The School Board Office will invoice the user for the personnel fees after receiving the actual personnel/time report from the principal for the activity. Under no circumstances should the user make any personnel payments directly

to the school employee(s) involved; the School Board Office will make payment with the legally required deductions for FICA and Medicare.

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PART 2: (To be completed by Principal)

Name of responsible school employee: \_\_\_\_\_

Name of cafeteria employee (if needed): \_\_\_\_\_

Name of audio-visual technician (if needed): \_\_\_\_\_

Name of any other school employees who will be present: \_\_\_\_\_  
\_\_\_\_\_

Was the agent of the requesting group provided a copy of School Board Regulation KG-R? \_\_\_\_\_

Is a copy of the group's liability certificate of insurance attached? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Does the certificate appear to be valid and complete? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated usage charges (an official invoice will be sent to the group):

Rate	Times	Number	Units	Equal	Charge
Rental Fee: _____	X			=	\$
Custodial Fee: _____	X		Hours	=	\$
Cafeteria Employee Fee: _____	X		Hours	=	\$
Officer Fee: _____	X		Hours	=	\$
Additional Equipment: _____	X			=	\$
Other Charges <sup>1</sup> : _____	X			=	\$
<b>Total Estimated Charge:</b>		<b>Sum of above</b>		<b>=</b>	<b>\$</b>

<sup>1</sup> Other charges may include an excess user charge, which applies only to organizations that use the facilities more than three consecutive months.

**\*\*Employees wishing to volunteer their time in lieu of compensation will to complete the associated from for Policy GAA-E**

If applicable, was the rental fee in above received and forwarded to the School Board Office? \_\_\_\_\_

If use is scheduled to occur outside normal operating hours, should Facilities & maintenance override the HVAC exterior lighting, etc. to run for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

As principal of the requested facility, I have approved use of the stated facility for the intended purpose. I have determined the personnel and the time personnel are required to work for the event, and have completed an estimate of associated charges, along with an estimate usage charge for the event. The School Board Clerk will complete the final the final invoice for all appropriate fees and final charges for the event.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

PATRICK COUNTY PUBLIC SCHOOLS  
COMPLETION OF USE OF SCHOOL FACILITIES

User Organization/Activity/Date of Use: \_\_\_\_\_  
\_\_\_\_\_

Custodial staff fee: Minimum of \$100.00 plus time and a half based on custodian current hourly rate of pay for time over 5 hours.

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Cafeteria staff fee: Minimum of \$100.00 plus time and a half based on cafeteria worker's current hourly rate of pay for time over 5 hours.

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Audio-Visual Technician fee (adult or student): Minimum of \$100.00, with each hour beyond two hours at \$20.00/hour.

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

If applicable, check the following:

\_\_\_\_\_ Activity cancelled by user organization, and no charges are appropriate.

\_\_\_\_\_ A problem occurred with activity or user organization (serious conflict with normal school operation, damage to school operation, damage to school facilities or equipment, etc.) Describe details of concern and attach on additional sheet of paper.

By signing below, I certify that I have complied with established School Board procedures concerning the use of school facilities by outside organizations. For personnel services, there have been no payments or compensation of any kind to the individuals listed on this form or to any other individuals (such action would evade payment of FICA and Medicare to the Internal Revenue Service).

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

## FEE STRUCTURE

Note: In cases where a minimum charge and hourly rate are shown, the fee shall be whichever of the two figures is the greater.

**FACILITY**

High School Auditorium	\$125 Minimum or \$25.00 per hour
Gymnasium	\$125 Minimum or \$25.00 per hour
Athletic Field (No Lights)	\$75 Minimum or \$25.00 per hour
Athletic Field (Lights)	\$125 Minimum or \$25.00 per hour
Cafeteria	\$75 Minimum or \$25.00 per hour
Cafeteria (Kitchen or Kitchen Equipment)	\$125 Minimum or \$25.00 per hour
	(Food Service Worker Pay: \$75.00 minimum plus 7.65% for FICA or minimum plus time and a half based on Food Service Employee's current hourly rate of pay for time over 5 hours)
Classroom	\$15 Minimum or \$5.00 per hour
Custodian	\$100 Minimum plus 7.65% for FICA (Plus time and a half based on custodian's current hourly rate of pay for time over 5 hours)
Audio Technician	\$20 per hour
Theatrical Lighting Technician	\$100 Minimum (Plus \$20 per hour for each hour over 2 hours) (Audio and/or Theatrical Lighting Techs must be selected from the Qualified Approved List)
Indirect Lighting Technician	10% of costs

**ADDITIONAL EQUIPMENT**

Chair Rental (To be used off School grounds)	\$1 per chair per day
Portable Audio	\$50 per day
Sound Booth Audio (Requires Technician)	\$125 per day
Theatrical Lighting (Requires Technician)	\$125 per day
Acoustical Shell Panel	\$25 per panel

- **Electrical Surcharge will be assessed when facility is used on weekends or during summer.**

## SCHOOL BOARD OBJECTIVE

The Patrick County School Board endorses the use of facilities by the county recreation department and community groups to the extent that costs are not prohibitive. The School Board will periodically review fees and determine and assign fees reflecting costs incurred by the School Board.

### REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. An application for the use of a school facility may be obtained from the building Principal.
2. The Principal and Superintendent prior to use must approve the School Facilities Application.
3. Payment of associated rental fees must be made payable to the Patrick County School Board within three (3) business days prior to use of the facility. All other fees will be invoiced and payment should be made to the Patrick County School Board within 10 days of the receipt of the invoice. Failure to pay associated fees will result in revocation of future permission to utilize school facilities as well as may lead to legal actions.
4. Priority of use:
  - The requirements of the regular school program will receive priority over requests by any other groups.
  - School-related support organizations, such as PTO or Booster organizations, shall be given priority over non-school organizations.
  - Approved student and youth groups, such as recreation league, AAU, Dixie Youth, 4-H, Boy Scouts, Girl Scouts, shall have priority over adult groups.
  - If regular school programs have to be rescheduled on dates previously approved for other groups, the regular school program will take priority and the principal will work with the outside group to select an alternate date for the approved event.
5. The individual indicated on the facilities use application will be responsible for the proper care of the facility and will also be responsible for the appropriate behavior of individuals attending the event.
6. Any organization, individual, or group using the facility will be responsible for any damage to the building and/or equipment incurred in conjunction with the approved use. Responsibility shall include repair of said damage up to and including full replacement.
7. It shall be the responsibility of the requesting organization, individual, or group to obtain any and all permits required by local, state or federal regulations.
8. Any individual or group using a school system facility assumes full financial responsibility and liability for any loss or damages to person or property or claims resulting or arising from the use of school system property or facilities of grounds (including parking areas) and those granted access to the facility. The user holds the school system harmless from any such loss, damage, or claim including, but not limited to, attorneys' fees and costs paid or incurred by the school system to enforce any obligations.
9. The user organization must provide or obtain general liability insurance coverage in the amount of at least \$300,000. Amendments or riders to the school system's insurance policies are not available. The required certificate of insurance (not the policy itself) must be in the office of the Superintendent at least ten calendar days prior to the beginning of the approved event, with a copy of the certificate of insurance also sent to the principal or supervisor of the school or facility. Waivers of responsibility are not acceptable.
10. No alcoholic or tobacco products are permitted on school property during the use of the facilities.
11. Provisions shall be made for at least one (1) presently employed Food Service employee to be present and paid when the school kitchen or kitchen equipment is used. The individual or organization requesting use of the facility will assume responsibility for contacting a Food Service worker, utilizing the approved list, to meet the regulations when the kitchen or kitchen equipment is used. If the Food Service employee desires to volunteer his or her time for the event, he or she cannot do so as an employee of the School System according to the provisions of the Fair Labor Standards Act if the event requires working in excess of 40 hours per week.
12. Provisions shall be made for at least one (1) presently employed Custodian to be present and paid when a facility is being used. If the custodian desires to volunteer his or her time for the event, he or she cannot

13. do so as an employee of the School System according to the provisions of the Fair Labor Standards Act if the event requires working in excess of 40 hours per week. The Principal will determine when a custodial staff member is needed for an event. The individual or organization requesting use of the facility will assume responsibility for contacting a custodian, utilizing the approved list, to meet the regulations when custodial services are required.
14. Provisions shall be made for at least one (1) Audio Technician and/or (1) Lighting Technician to be present and paid when the Sound Booth Audio and/or the Theatrical Lighting equipment is used. The individual or organization requesting use of the facility will assume responsibility of contacting a Technician, utilizing the approved list, which will be provided. If the Audio and/or Lighting Technician desire to volunteer his or her time for the event, they may do so.
15. The Principal assumes control and responsibility of keys to the requested facility and will determine if a key is issued to the responsible individual signing the agreement.
16. PTO or Booster organizations, Recreation league sports programs, AAU and Dixie Youth sports programs, 4-H organizations, Boy Scouts and Girl Scouts will not be required to pay a fee for the use of the facility. However, if custodial services, food service workers or audio/theatrical lighting are required then the organization will be required to pay associated fees to cover the work hours of the school employee for the event.
17. If the user group plans to use any means of widespread promotion or advertising of the group's activity, any such literature document, brochure, newspaper copy, or video copy should follow Policy KF – Distribution of Information/Materials and be submitted to the building principal for review and approval.
18. Violation of the regulations shall be reported to the respective principal and then to the Superintendent of Schools. Violations will be considered in reviewing future requests for use of school facilities.
19. Patrick County Fire and Rescue organizations will get a 50% discount on using the school facilities when they are used in conjunction with a fundraising event. Patrick County Fire and Rescue organizations will be allowed to use the facilities free of charge, exclusive of personnel costs, for one fundraising event per fiscal year.

\*\* Patrick County Public Schools will not be able to commit to long-term Use of Facilities (more than a month) to organizations that do not support the instructional program of the school division. Should an organization be permitted to use the facilities for a month then that organization will have a three month wait period before reapplying.

Adopted: April 13, 2017

Revised: