

**Community Use of School Facilities**

APPLICATION FOR USE OF SCHOOL BUILDING AND/OR PROPERTY

**In General**

1. Applications require Board approval.
2. The Board meets the second Tuesday of each month.
3. Conditions and prices are shown on page two (2) of this form. Be sure to review all information before completing form. Only non-profit organizations, or other government agencies, may be exempt from the fees. Attach 501(c)(3) if available.
4. Proof of liability insurance must be provided and attached to this form before any use of facilities is permitted.

Date of Application: \_\_\_\_\_

Name of Organization or Group: \_\_\_\_\_

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

Facility or property included in request (Be specific – lunchroom and kitchen, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Reason or Activity to be conducted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List every date and time facilities or property is being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Extra janitor time required beyond hours of actual activity: \_\_\_\_\_

Facility/property available on requested date: \_\_\_\_\_

Principal Signature

Request reviewed by the Facilities Director: \_\_\_\_\_

Facilities Director Signature

We, the undersigned, agree to supervise and to be responsible for the above named facility or property and to replace or pay for any loss or damage that occurs relating to our use of this property. We further agree to reimburse the Lee County Board of Education for use of the facility in accordance with the policies set forth by the Board. (Rates listed on following page.)

Signed Requestor: \_\_\_\_\_

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

APPROVED

DISAPPROVED

BY LEE COUNTY BOARD OF EDUCATION

DATE: \_\_\_\_\_

**Community Use of School Facilities**

**In General**

1. A janitor is required to be on duty during the activity involving a building for safety and insurance purposes.
2. School personnel may assume responsibility provided other janitorial services are not required (including building, clean up, etc.).
3. The facility must be cleaned by the organization to the degree as when the activity was initiated. The janitor’s pay is for unlocking, security, and lock-up. IF janitorial clean up is desired, additional time and pay will be necessary.
4. Sale of food items at activities and involving the kitchen are restricted to pre-prepared items. Cooking in the school facility is prohibited. Cans and all trash items containing food particles must be removed at the conclusion of the activity. Non-food trash items may be securely bagged and deposited in appropriate trash receptacles.
5. No keys will be distributed to non-school personnel.
6. The use of a kitchen requires a food service employee to be present.
7. Any exceptions to one (1), two (2) and three (3) must be approved by the Superintendent and will be restricted to unusual cases.
8. Bus requests are restricted to organizations involving and directly benefiting school age students.
9. The Board reserves the right to impose additional conditions on the nature of the activity to assure safety and security to the building. This is especially true at Beattyville Elementary, where it is difficult to isolate the gym.

**Charges:**

	<b><u>Lee County High School</u></b>
Gym:	1 <sup>st</sup> Hour .....\$100
	Each Additional Hour .....\$50
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Sedley Stewart Auditorium:	1 <sup>st</sup> Hour .....\$100
	Each Additional Hour .....\$50
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	<b><u>Lee County Middle School/High School</u></b>
Lunchroom:	1 <sup>st</sup> Hour .....\$100
	Each Additional Hour .....\$50
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	<b><u>Beattyville Elementary</u></b>
Gym (restricted to gym shoes-NO chairs):	1 <sup>st</sup> Hour .....\$100
	Each Additional Hour .....\$50
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	<b><u>Southside Elementary</u></b>
Gym (restricted to gym shoes-NO chairs):	1 <sup>st</sup> Hour .....\$100
	Each Additional Hour .....\$50
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	<b><u>Outside Property</u></b>
Parking lots, fields, playgrounds, etc.	1 <sup>st</sup> Hour .....\$50
	Each Additional Hour .....\$25
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	<b><u>All Schools</u></b>
Custodian:	Regular Hourly Rate of Pay & Fixed Charges
Cooks:	Regular Hourly Rate of Pay & Fixed Charges
NOTE: Overtime applies if normal schedule is forty (40) Hrs/week	
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	<b><u>Use of School Bus – (Based on Availability)</u></b>
Driver:	Current Rate Per Hour Plus one (1) Hour Clean-up
	Current Rate Per Mile

Review/Revised:2/19/2015