

WARREN COUNTY PUBLIC SCHOOLS APPLICATION FOR THE USE/RENTAL OF SCHOOL FACILITIES

In consideration of submitting this application to the Warren County Public Schools and being allowed to use, rent, or have access to the facilities or property of Warren County Public Schools, it is understood and agreed that the person(s) and/or organization, its members, shareholders and sponsors hereby promise and bind themselves to defend, identify and hold harmless the school board of Warren County Public Schools, its agents, employees, servants, and representatives thereof from all suits, actions, claims demands, or costs or expenses of any kind, including professional fees, relating in any way to any claimed injuries or damages sustained by any person(s), or to any property in consequence of or on account of an act or omission by the person(s), group or organization whether arising under law, ordinance, regulation, decree, by-law or other source.

Applicant's Name: _____ Organization: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Specific Location Requested: _____
Email Address: _____
Nature of Activity: _____
Date(s) of Event Requested: _____
Time Activity is expected to START: _____ END: _____
Number of Persons Expected to Attend: _____
Name of Insurance Carrier: _____ Policy #: _____
Specific Items Needed (i.e. tables - specify amount, microphones, lights, etc.): _____

It is agreed by and among the person(s), organizations, or groups submitting this application and/or using or having access to the facilities or property of Warren County Public Schools that none of the person(s), organizations, or groups are acting as an instrumentality, employee, servant, agent of the Warren County Public Schools and that they assume all responsibility and liability for use of or access to the facilities or property of Warren County Public Schools under this application. **Unless otherwise advised, all use of facilities are canceled if school is closed.** I have read and understand the rules & regulations on the back of this page.

ORGANIZATIONAL OFFICER: _____ Date: _____
(Signature)

Please Check Appropriate Boxes:

- RJES Field
- Gymnasium
- Aux Gymnasium
- Auditorium
- Multipurpose Room
- Cafeteria
- Kitchen
- Classroom
- Other (List)

Facility Charges: \$ _____
Custodial Charge: \$ 27.50 per hour
Energy Fee: \$ _____
Food Service Charge: \$ billed separately if applicable
A/V Tech./Lighting: \$ 70 per hour
(Must be an approved A/V Tech)
Event Manager : \$ 55 per hour

Emergency Contacts:

Loretta Moore: 540-622-4088

DEPOSIT \$100 (required): Date received: _____
TOTAL CHARGES: \$ _____
Amount Paid/Date received: _____
(Must be paid 2 weeks before event /Insurance Documentation must be provided). Does not include custodian, A/V, Food Services, Event Manager - these will be invoiced.

FOR SCHOOL USE ONLY

Approved by: _____ Date: _____
(Superintendent/Designee)

Copy to: Applicant; School Use of Facilities Coordinator; School Custodian; Custodial Foreman/Designee

Please Read Rules & Regulations on Reverse Side

WARREN COUNTY PUBLIC SCHOOLS
Regulations for Use of School Facilities
(Effective July 1, 2012)

1. No organization may use the buildings or grounds at any time or in any manner that will interfere with the regular program of the school.
2. The WCPSB does not discriminate against any group/organization/business/individual.
3. The Priorities in Authorization are from highest to lowest: (a) school groups; (b) school-related groups; (c) county government agencies; (d) civic groups; (e) church groups; (f) political groups; (g) other non-profit groups.
4. The School Board or its representatives must have free access to all facilities at all times.
5. The right to revoke a permit at any time is reserved by the school authorities.
6. Any organization desiring to move special properties into the school or grounds prior to or on the date of rehearsal or performance must obtain permission from the principal. All flats, curtains, and costumes must be treated for fire-retardation.
7. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
8. Reservations must be made at least 5 days in advance. If less than 2 weeks prior, the deposit, rental fee and insurance must be provided at time of reservation.
9. A minimum of \$1,000,000 liability certificate is required. A copy must be provided with the rental fee.
10. Permission to bring equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty (30) days in advance before a formal agreement can be considered.
11. The parking of automobiles shall be restricted to designated areas.
12. The organization that uses the building and grounds shall be responsible for the conduct of its members.
13. Consumption of soft drinks shall be limited to such area/areas of the building as designated by the school authorities.
14. Warren County School Board policy prohibits the use of tobacco products by staff, patrons, or other persons in school buildings, and on school grounds at all times.
15. There shall be no alcoholic beverages or illegal drugs brought to or consumed in the building or on the grounds.
16. A custodian or other school employee shall be on duty for all activities in the building. The presence of a custodian on duty does not relieve the organization of responsibility for any damage to the property.
17. Except by special permission, a group shall not be permitted to remain after twelve midnight.
18. Building keys will not be provided to any group except in a declared emergency.
19. A school kitchen **may not** be used by an outside organization unless a cafeteria worker is employed during use. The organization will receive an invoice and a separate check will be made out to WARREN COUNTY CAFETERIA FUND and sent to WCPS Child Nutrition/Food Services. (see #21)
20. Custodial Service: **these include:** opening and closing buildings, doors, windows; turning on and off lights and adjusting heating systems; and rendering reasonable supervision and assistance to using agency on behalf of the school board. **These do not include:** transport of equipment or supplies; arrangement of any special furniture or equipment; total supervision of activities, crowd, etc.; and requiring additional hours beyond rental agreement.
21. Security or damage deposit must accompany application form. Checks should be made payable to Warren County School Board. The security or damage deposit will be applied to the final rental fee, pending clean-up and or damages. **If damages occur that exceed the deposit, the group/organization/business or individual will be responsible to reimburse the Warren County School Board for the actual cost of repairs.** Rental fee must be paid two weeks prior to use of facilities (and accompany Insurance Documentation) and final payment will be invoiced after the event. Any payment for School Kitchen use will be made directly to WCPS Child Nutrition/Food Services. (see #19).
22. The school board office requests that in case of cancellation, the applicant contact the school **no later than 4:00 P.M. two (2) work days ahead of the scheduled event** to make that date and time frame available to the general public, this includes annual/organizational meetings.
23. The Warren County School Board, through the Superintendent, reserves the right to waive/adjust fees for any organization.
24. Unless otherwise advised, all use of facilities are canceled when schools are closed (inclement weather, holidays, etc).
25. Any organization using Warren County School Board facilities shall not engage in any illegal activities.
26. Violation of any of these Rules and Regulations may result in indefinite revocation of rental and use privileges.