

LEXINGTON CITY SCHOOLS
FACILITY USAGE REQUEST

Please fill in the information below, read the rental contract attached and sign on page 4 of the form. Please return pages 1 and 4 to the Administration Office. Completed requests are forwarded to the principal of the requested school for approval. No request is final until approved by both the Principal and the Superintendent.

School/Site: _____

Sponsoring/Agency/Organization: _____

Space(s) To Be Used: _____

Officer or Agency Designee: _____

Date(s): _____

Address: _____

Specific Time(s) To Be Used: *(Please include set-up time)*

Telephone number: _____

Number of Participants: _____

Please check one:

Specific Purpose for Use

_____ Non-profit _____ Profit

Date: _____

Signature: _____

Special Equipment Needed:

*****IMPORTANT*****

Audio/visual/sound equipment is no longer available for facility usage requests at any of the schools due to the high cost of repairs for equipment.

TO BE FILLED OUT BY THE PRINCIPAL & SUPERINTENDENT

School Personnel Needed: _____

Equipment Needed: _____

Charges: _____

PERMISSION IS GRANTED FOR THE REQUESTED USAGE

PRINCIPAL/DATE

SUPERINTENDENT/DATE

**Lexington City Schools
Facility Usage Regulations
Rental Contract**

Applications for the rental of school facilities is handled through the Lexington City Schools' Administration office. Completed requests are forwarded to the principal of the requested school for approval. No request is final until approved by both the Principal and the Superintendent.

The Superintendent or designee may waive or reduce the fees and charges if there is good cause to do so and the use serves a legitimate public purpose.

All requests for facility usage must be made from 2 weeks to 2 months in advance. This allows time for the application to be processed with required signatures and for the collection of appropriate fees for usage. Written requests for the waiver of rental fees must be received at least 30 days prior to event.

Audio/visual/sound equipment will no longer be available for facility usage requests at any of the schools due to the high cost of repairs for equipment.

Although there are groups that may have the rental fees waived for facility usage, those groups will be charged a custodial fee. This fee is for the cost of the school employee who will be opening/closing and helping with cleanup after the event.

Groups found in violation of any or all of the following regulations may have their usage suspended, with no refund of fees or deposits. Proper supervision of facility usage must be maintained at all times. Failure to provide supervision may result in a loss of facility privileges.

Any damage sustained to the facilities or equipment during usage shall be the liability of the sponsoring agency or individual. The following rules apply:

Alcoholic Beverages/Smoking

Consumption and/or possession of alcoholic beverages and/or controlled substances in or on the premises shall be prohibited. Violators may be prosecuted.

Smoking shall not be permitted in school buildings or on school premises.

School Personnel

Buildings may be opened and closed ONLY by assigned school personnel, who will be assigned to be on staff by the principal during the facility usage. Personnel who qualify are school-based employees who have the responsibility for the building's maintenance and upkeep. These include the principal, assistant principal, and custodians. Coaches may be used

if approved by the principal. No keys shall be given out to any facility under any circumstances.

Use of the kitchen equipment requires the employment of a Food Service employee, which shall be scheduled through the Lexington City Schools' office of Child-Nutrition.

The sponsoring agency shall pay a per hour fee to the food service employee. This fee is not included in the rental fee or the customary per hour usage over three hours.

Inappropriate Usage

Sponsoring organizations shall not sub-let the use of school facilities.

Games of chance and other forms of gambling shall not be permitted on school premises.

Liability for Damages

If an activity may cause damage to a school facility and/or there is a concern for the safety of persons, the applicant shall be required to hold liability insurance covering school property and injury to persons. The applicant will be held responsible for 100% of any damages to school property and equipment that occurs in connection with the applicant's use of the facility.

All vehicles must use prescribed parking areas only. In the event any damage is incurred to turf, track, athletic equipment, the sponsoring agency shall be held liable.

Scheduling

Any changes or cancellation in the hours or days of the requested usage must be called in to the Lexington City Schools' Administration office or the requested facility in order to inform school personnel. If payment has been made for usage and no call has been made prior to cancellation, there will be no refund of fees or deposits.

Sponsoring organizations are responsible for clean-up after usage is complete unless other arrangements have been made.

If the presence of a uniformed police officer is warranted, the sponsoring group shall be responsible for making arrangements with the Lexington Police Department or the Davidson County Sheriff's Department for the hiring and direct paying of these officers. If there is a fire hazard, the sponsoring group will be required to have fire department personnel on site.

Applications for Usage

In reviewing applications for facility usage, the Principal and the Superintendent reserve the right to deny inappropriate facility requests. All requests must follow Lexington City Schools' Board Policy 2.6, 2.6.1, and 2.7

Written requests for the waiver of rental fees must be submitted in writing 30 days prior to the rental date in order for the Superintendent or Board of Education approval to be sought. Non-written or verbal requests shall not be considered. Only rental fees may be waived by the Superintendent/Board of Education. The costs of school personnel or custodial fee cannot be waived.

Facilities are not available for non-school use on legal holidays.

Any phase of public education including the instructional program, recreation, entertainment, athletic or any other programs conducted by school personnel to promote the welfare of the school and community shall have priority over other use. All requests for usage must be approved by the site Principal and Superintendent.

In receiving approval for the requested usage, as specified on the attached, completed form, I hereby acknowledge receipt of these rules and will ensure the compliance thereof. I will also pay all rental fees and deposits required and will ensure payment of personnel costs involved in the rental/facility request.

SIGNATURE: _____

TITLE: _____

AGENCY/ORGANIZATION: _____

DATE: _____

****Please Be Sure To Return This Sheet Signed With The Application****