

PLEASANTS COUNTY SCHOOLS

APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES

ORGANIZATION MAKING REQUEST: _____

Facility requested: _____

Date (s) and Time(s) desired: _____
Day(s) Date(s) Time

Proof of liability insurance: Yes _____ No _____

Type of activity: _____

Admission charge: _____

Proceeds to be used for: _____

Additional Services Needed:

Facility Approval:

Yes _____ No _____

Signature of Principal

Specify: _____

In the case of kitchen use, school property may be made available only when a regular school cook is employed to supervise and protect the building and equipment.

AGREEMENT FOR USE OF SCHOOL FACILITIES

(To be completed by applicant.)

This **AGREEMENT** made _____, 20____ by and between
_____ and the Board of Education of
Pleasants County for use of _____
on _____, 20____ at _____.

The said organization agrees to indemnify and hold harmless the Board of Education of Pleasants County for injury to persons and damage to property arising out of this use of the facility.

Any third party, individual, group, or organization in Class II, Class III, or Class IV being granted permission to use facilities will be requested to furnish liability insurance in the name of the Pleasants County Board of Education in the amount equivalent to the amount as recommended by the State Board of Risk and Insurance Management. The sponsor will be requested to file the insurance policy with the Superintendent prior to the use of the new facility as approved for the protection of both the sponsor and the Board. If the third party does not have liability insurance, they may be exposed to damages resulting from legal action taken against them.

The said organization agrees to furnish adequate supervision to enforce school regulations in regard to the use of alcohol and tobacco, keeping persons within designated area, and eliminating unauthorized persons.

The said organization further agrees to have supervisors for the activity present in sufficient time before arrival and after departure of participants or patrons.

Additional costs to the Board for facility utilization, such as custodial services, utilities, etc., will be the responsibility of the users. The approved party using school facilities will be invoiced by the Pleasants County Board of Education for costs associated with the use of the facility.

As a condition of usage of gymnasium(s), cafeteria(s), auditorium(s) and/or any other specified room(s), the user is required to assure that parking on the grounds is monitored to guarantee safety for participants in scheduled activities as well as students who may be boarding or disembarking buses during activity hours.

In order to comply with the above, approved building users will be expected to comply with the following:

1. Keep the safety/fire lane open at all times during all events.
2. Keep all vehicles parked free and clear of all building exits.
3. High school only - keep the northeast entrance to the gymnasium free of parking to allow emergency vehicles immediate access to the gym.

When the presence of a school custodian is required, costs for custodial services for school-sponsored/school-related activities will be paid by the Pleasants County Board of Education. When the presence of a school custodian is required, costs for custodial services that are not school-sponsored or school-related activities, the Board of Education will invoice the user for expenses. The principal will decide when the presence of a custodian is required. The use of and presence of a school employee is permissible when possible and when approved by the principal.

Individuals, groups, or organizations may not sponsor or conduct activities that may be inordinately hazardous to persons or property. In case of doubt or question, the Board of Education shall render the final decision.

In the case of kitchen use, school property may be made available only when a regular school cook is employed to supervise and protect the building and equipment. The county staff will be paid by the Pleasants County Board of Education at the rates in effect at the time of the activity in accordance with established state law and Board policy. Users will reimburse the Board for any such expenses incurred. Cancellations of facility use requests must be made before noon of the last working day before the proposed activity or the group may be charged for reimbursement of staff expenses.

On days when school has been canceled because of emergency conditions such as "snow days", the school facilities may not be available and user may be required to cancel or relocate the scheduled event. Scheduled use will automatically be canceled at the school facility unless the user contacts the school being used to confirm the availability of the facility during an emergency condition.

Cleaning after use will be the responsibility of the user. User will leave the facility clean and ready for use by the school. If custodial services are required, the user will reimburse the Board for expenses that may be incurred. Equipment or property damage, beyond normal wear and tear, occurring during user's activity will be repaired or replaced from Board funds and user will reimburse the Board for any such expenses.

Any individual, group, or organization conducting an activity on school property or in school plants shall be fully responsible for any and all damages to and/or losses of school property by either participants or spectators.

All national and state laws, local ordinances and rules of the police and fire departments must be strictly obeyed.

All meetings, entertainments, dances, etc. must close no later than 12:00 a.m. Special permission may be granted by the Superintendent for lock-ins, etc.

In **WITNESS THEREOF** the parties hereto execute this **AGREEMENT**.

| | |
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| _____ Organization | _____ Person directly in charge of supervision |
| _____ Address | |
| _____ Telephone | _____ Telephone |
| _____ Signature & Title of Officer Responsible | _____ Date |

Request Approved:_____ Request Denied:_____ Reason for Denial:_____

| | |
|---|---------------|
| _____ Signature of Superintendent or Principal | _____ Date |
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Amended: November 16, 2006