

Jefferson County Public Schools  
**Facility and Grounds Use Application**

**Permit is good for dates and times indicated below.**

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

Name of School: \_\_\_\_\_

Organization Applying: \_\_\_\_\_ For-Profit Organization?  Yes  No

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Address City State Zip Code

**Facilities Needed**

Specify room number(s), date(s), and time(s).

Date	Day	Time		Room/Area
		From	To	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

1. This activity is for:  JCPS Students Only  Adults  Other
2. Activity for which facility is requested (Check appropriate boxes.)
- |   |  |
|---|--|
| <input type="checkbox"/> Athletic or Recreation   | <input type="checkbox"/> Social Function                   |
| <input type="checkbox"/> Instructional Class      | <input type="checkbox"/> Fundraiser                        |
| <input type="checkbox"/> Performance or Rehearsal | <input type="checkbox"/> Enrichment or Educational Program |
| <input type="checkbox"/> Organization Meeting     | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Government Agency        |  |
- Equipment Request (List.) \_\_\_\_\_

Describe activity. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Will admission be charged?  Yes  No
4. Will the kitchen be used?  Yes  No
5. Certificate of insurance is included.  Yes  No
6. Special Needs?  Yes  No
7. Additional Comments: \_\_\_\_\_
- \_\_\_\_\_

**Read carefully.**

A. **Users may be charged a user fee for the use of the facility. Charges are determined by the room(s) rented and how many hours of overtime and how many custodians are used for an activity. If you have a question about possible overtime charges, direct those questions to building principal or real estate department.**

B. Permit is only valid if signed by the building principal and the real estate manager.

C. **No smoking, alcoholic beverages, or drugs are permitted on the property.**

By signing, applicant agrees to all additional terms and conditions of use as set forth below and on the following page, which are hereby incorporated herein by reference as though set forth in full. You should read these terms carefully. Your signature on this application signifies you have read and agree to all such terms and conditions. If permit is granted, applicant agrees to assume total liability for all damages or injury to persons or property arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the approved facilities.

See Terms and Conditions on following page.

Number of custodians needed: \_\_\_\_\_

Facilities are available as requested.

The above is hereby authorized to use the facility and grounds specified:

\_\_\_\_\_

Building Principal's Signature

\_\_\_\_\_

Real Estate Manager's Signature

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Terms and Conditions of Application

If granted use of the facility, applicant, by signing this application, agrees as follows:

- Facilities will not be available for uses that the staff determines are not consistent with school purposes or district policies and regulations or that may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility.
- All uses and users must comply with established Jefferson County Board of Education policies concerning nondiscrimination and use of facilities. No alcohol, drugs, or smoking are permitted on the property. All meetings shall be open to the public. Meetings may not be secret, closed, or exclusive. If a fee is charged, anyone who pays the fee must be admitted.
- **No use of building space will be permitted without the presence of a district employee.** That is, groups will not be allowed in a building when it is closed and otherwise unoccupied.
- The applicant or any user shall not assign or sublet the facility or any part of the facility to any other user. Applicant and any user shall be responsible for using the facility for the purpose described in the Facility and Grounds Use Application Form.
- In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.
- The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building principal or the principal's designee. Kitchen equipment will not normally be available. If the principal or the principal's designee does grant the use of some kitchen facilities, the use shall require that a Jefferson County Public Schools (JCPS) food service employee be in attendance during the use of any such equipment and all costs and expenses incurred by the district in providing for such employee shall be borne by the user.
- The district will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.
- Use of special lighting in the high schools is handled through the drama or music department. Applicants or users should make separate arrangements with the principal or the principal's designee for any such stage lighting, which shall be provided only at the discretion of the principal or principal's designee. Likewise, separate arrangements may be necessary with regard to use of any other equipment, items, space, or personal property of the district.
- The school district, its Board Members, and its employees shall have no responsibility for any property brought onto or placed in the facilities by the applicant or any user.
- Applicant agrees to hold harmless, indemnify, and defend the Jefferson County Board of Education, its board members, agents, and employees, for all damage to the approved facilities and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the applicant himself, arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the facilities. **Proof of liability insurance may be required.**
- If applicant is a for-profit organization, the organization must be registered with the Louisville Metro Revenue Commission.
- All charges for use of buildings or grounds are to be paid **only** to the Treasurer of JCPS through the Real Estate Department. Under **no** circumstances is **anyone else** to be paid.

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Applicant's Signature

Date