

TAYLOR COUNTY BOARD OF EDUCATION APPLICATION FOR USE OF SCHOOL PROPERTY

Building (or grounds) to be used _____

Room being used _____ Date(s) of activity _____

Open at _____ Time of activity _____ to _____

Group using Facility _____

Type of activity _____

Schedule of Fees for the Use of School Facilities

Facility Type and Use	School-Related	Community	Private
Auditorium	-	-	\$100/day
Gymnasium	-	-	\$100/day
Kitchen	-	-	\$10/hr
Athletic Fields (Day)	-	-	\$75/day
Athletic Fields (Night)	-	-	\$100/day
Custodial Fee*	Actual Costs	\$27/hr	\$27/hr
Cook Fee*	Actual Costs	\$27/hr	\$27/hr

Applicant's Name (Please Print) _____

Applicant's Signature _____ Date _____

Address _____ Telephone _____

APPROVAL: Principal _____ BOE _____

AGREEMENT TO INDEMNIFY- To be signed by all users. The undersigned in consideration of being granted permission to use Taylor County School facilities and property, agrees that undersigned shall indemnify and hold forever harmless the Taylor County Board of Education and its employees against any liability as a result of any accident, injury or other mishap that may occur to anyone during or as a result of said use of those facilities and property. The undersigned further agrees to defend against the Taylor County Board of Education or any of its employees as a result of any such accident, injury or mishap.

CERTIFICATE OF INSURANCE- To be signed by all non-allied profit making users and others as requested. Undersigned further covenants and agrees that it shall be covered by an appropriate liability insurance policy in an amount of no less than \$1,000,000 for the purpose of insuring against any injury as a result of any accident or mishap during or as a result of the use of said facilities and property. A copy of said certificate of insurance will be submitted to the Board of Education within 5 days from after Board of Education approval. The undersigned further understands that failure to submit said certificate will result in cancellation of the activity.

Date Authorized Representative

Date Authorized Representative

School Use Only: Collected at: () School () Board Office

Type of Activity: () School-related () Community () Private

Priority of Awarding Use of School Facilities

Board properties may be made available for use upon request and application for non-instructional activities based on the following order of priority on a first-come, first-served basis within each class of priority, pending approval by the Taylor County Board of Education or the duly-authorized designee:

1. Emergency Use (declared disasters, shelter needs, etc.)
2. School-related groups as approved by the building principal
3. Community groups using the property for a not-for-profit activity
4. Private groups

Definition of Groups

- **School-related groups.** School-related groups have a direct or closely-linked relationship to the instruction or extra-curricular activities of a school. Examples include, but are not limited to, student clubs, school-supporting organizations, and extra-curricular programs. These groups may not be held responsible for routine facilities fees, except for labor costs incurred to the Board by the necessary presence of county personnel at the event, and any material damage or excessive cleaning costs. Fees for approved events shall be collected at the school that approved and hosted the event. Events falling into this group do not require board approval, but do require prior approval granted by the principal. The list of fees for school-related groups can be found on the Taylor County Schools Schedule of Fees for the Use of School Facilities. The Board reserves to the right to waive any and all fees at their discretion by formal board action. *School-supporting organizations, such as PTOs and booster groups, are required to obtain and provide proof of sufficient liability insurance prior to approval of facilities use for fundraising activities, unless funds are deposited directly into the school's checking account.*
- **Community groups (Not-for-profit purpose).** Community groups do not have a direct or closely-linked relationship to the instruction or extra-curricular activities of a school, but do provide a wide range of goodwill to the community as a whole. Examples include, but are not limited to, religious organizations, civic or community organizations, government institutions, and local charitable organizations. Use of school facilities to conduct fundraisers that produce a profit that is designated entirely for a charitable cause(s) shall be considered "not-for-profit" in determining priority and applicable fees. These groups may not be held responsible for routine facilities fees, except for labor costs incurred to the Board by the necessary presence of county personnel at the event, and any material damage or excessive cleaning costs. The list of fees for community-oriented groups can be found on the Taylor County Schools Schedule of Fees for the Use of School Facilities. The Board reserves to the right to waive any and all fees at their discretion by formal board action. All non-school-related groups are required to obtain and provide proof of sufficient liability insurance prior to approval of facilities use by the Board.
- **Private groups.** Private groups do not have a direct or closely-linked relationship to the instruction or extra-curricular activities of a school, and may or may not provide a benefit to the community, but are using school facilities for a commercial, personal, or otherwise non-civic activity. Groups that do not fall under either of the two other criteria may be considered "private". These groups may be charged for all applicable facilities fees, including, but not limited to, labor costs incurred to the Board by the necessary presence of county personnel at the event and fees for the use of Board facilities according to the Taylor County Schools Schedule of Fees for the Use of School Facilities. The Board reserves to the right to waive any and all fees at their discretion by formal board action. All non-school-related groups are required to obtain and provide proof of sufficient liability insurance prior to approval of facilities use by the Board.