

EAST KNOX LOCAL SCHOOLS BUILDING USE/RENTAL FORM

Person and/or Organization Making Request: _____

Email address: _____

Phone Number & Contact Name (if different than listed above): _____

Date(s) Requested: _____ Time Requested From: _____ To: _____

Specify Which Building Requested: _____ **Junior/Senior High School** _____ **Elementary**

Choose your organization/category:

- ☐ **OA:** School or school-related organizations whose actual contributions to the school in goods and/or services exceed any reasonable building fees, any school-related: ***parent-teacher organizations, band boosters, flag/majorettes, athletic booster, adult education classes, school clubs.***
- ☐ **OB:** Organizations who function for the general welfare of the community but make limited or no direct contribution to the school in goods and/or services: ***non-East Knox Funded athletic teams, girl scouts, boy scouts, garden clubs.***
- ☐ **OC:** Organizations in the community who function for their own benefit: ***exercise groups, craft fairs.***
- ☐ **OD:** Persons/Groups from outside the community for private functions: ***wedding receptions, bridal/baby showers, birthdays, family reunions, graduation parties.***

Area Requested	Fee Schedule by Above Category*			
Gymnasium	\$0○A	\$20○B	\$40○C	\$50○D
Auditorium	\$0○A	\$20○B	\$40○C	\$50○D
Library/Media Center	\$0○A	\$20○B	\$40○C	\$50○D
Kitchen	\$0○A	\$20○B	\$30○C	\$40○D
Cafeteria/Commons	\$0○A	\$20○B	\$30○C	\$40○D
Classroom (per room)	\$0○A	\$10○B	\$20○C	\$30○D
*Fees do not include cooks, custodians, or security officers. All events outside of regular work hours that requires custodial, cook or security be paid at time and one-half over regular hourly rates.				

All persons or groups using school facilities shall be responsible for proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order and for any damages to the facilities. All facilities are to be left in the condition they were found in, unless other arrangements are made in advance of the use. Further, in accordance with State requirements and Board policy, it is understood that the use of alcohol, tobacco and controlled substances are prohibited.

Payment of rental fees are to be made before the facility is used and can be collected by the building principal or school secretary. All facility rental requests must be cleared through the (specific) building principal.

By signing, the person (or organization) agrees to indemnify and hold harmless East Knox Local Schools and all employees from all liability, claims, demands, damages, or costs, for, or arising out of the use of these facilities whether it be caused by the negligence of either party or otherwise.

Building Principal Signature _____ Date _____ Person or Contact Signature _____ Date _____

Fee: \$ _____ Collected by: _____

Supt. Initials/date _____