

**Application for Use of Rooms or Buildings by Out-of-School Groups**

\_\_\_\_\_  
*Name of Requesting Group/Organization*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP Code*

\_\_\_\_\_  
*Phone*

The \_\_\_\_\_ requests that the Lincoln County  
*Name of Group/Organization*

Board of Education grant the privilege of the use of the \_\_\_\_\_  
*Room or Building*

at the \_\_\_\_\_ School on \_\_\_\_\_ for the following purpose:  
*Name of School Date*

\_\_\_\_\_  
\_\_\_\_\_

If this request is granted, this group/organization agrees to the following:

1. To schedule with the Principal of the school the time that the building may be used. It is also understood that the Principal may cancel the use of the room or building at any time such use interferes with regular school activities.
2. That this group/organization shall be legally responsible for any and all injuries and/or damage to individuals and/or the school building, grounds, or facilities, resulting from this group/organizations use of the school facility and agrees to hold the Board and its employees harmless for the same.
3. This group/organization will procure sufficient liability insurance to indemnify the Board, school officers, and employees for any injuries or property damage that might occur during the group/organization’s use of the school facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of this Certificate of Insurance naming Lincoln County Board of Education as the Certificate Holder and as an additional insured shall be filed with the Board prior to the date the organization uses the building.
4. To pay the rental fee of \$ \_\_\_\_\_ for the use of \_\_\_\_\_.  
*Fee/Rate Facility*

Custodians or cooks will be assigned as needed and at not less than their regular hourly rate or regular overtime pay with pay beginning thirty (30) minutes before and ending one (1) hour after the event or whenever the facility is in order for school the next day (includes football stadium).

Custodian(s): \_\_\_\_\_ No. of hours at \$ \_\_\_\_\_/hr = Total \$ \_\_\_\_\_

Food Service \_\_\_\_\_ No. of hours at \$ \_\_\_\_\_/hr = Total \$ \_\_\_\_\_

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- 5. To provide the appropriate equipment for its use of the facility. In the case of use of the gymnasium, the group/organization agrees to provide uniforms and shoes and to permit on the gym floor only those persons wearing the quality of shoes that will not mark the floor.
- 6. To leave the building in good condition.

TO ABIDE BY THE RULES AND REGULATIONS OF THE SCHOOL. DISREGARD OF THE RULES AND REGULATIONS GOVERNING THE USE OF THE SCHOOL BUILDINGS AND FACILITIES SHALL RESULT IN THE REFUSAL OF THE BOARD TO GRANT THE OFFENDING GROUP/ORGANIZATION FURTHER USE OF THEM.

- 7. This group/organization agrees not to sublease the school property.
- 8. To prohibit the use of drugs or alcoholic beverages.
- 9. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

ARE SALES TO BE CONDUCTED ON SCHOOL PREMISES?  Yes  No

If yes, give a complete description of what is being sold, when the sale will be held, and what the proceeds will be used for.

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\_\_\_\_\_  
*Signature of Person in Charge*

**Approved:** \_\_\_\_\_  
*Principal*

**Approved:** \_\_\_\_\_

*Superintendent*

**NOTE:** Please complete this form in duplicate and submit both copies, along with a "Special Events Application" insurance form (if applicable) to the Central Office for approval. If the request is approved, one (1) copy will be returned. If it is not approved, both copies will be returned.

Review/Revised: 04/12/18