

# Jenkins Independent School District

P.O. Box 74  
Jenkins, Kentucky 41537

## APPLICATION FOR RESERVATION OF SCHOOL BUILDING OR GROUNDS

(See rules and regulations governing use of school property on back)

Date \_\_\_\_\_

To: Principal of \_\_\_\_\_ (School Building Desired)

I (we) \_\_\_\_\_ representing  
the (organization) \_\_\_\_\_

have read the rules and regulations on the opposite side of this application and in accordance with same, I (we) hereby  
make application for the use of \_\_\_\_\_

on \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_  
(Date) (Property)

under the conditions indicated below:

1. The exact purposes for which the school property will be used, including the exact kind of equipment, apparatus or  
animals to be brought on the property and any special equipment (piano, etc.) desired to be used, are \_\_\_\_\_

2. The following person or persons will be in charge of the program: \_\_\_\_\_

(Fill in 3 and 4 below if admission is to be charged)

3. The schedule of admission charges will be as follows: \_\_\_\_\_

4. The proceeds from such charges will be distributed and used as indicated below: \_\_\_\_\_

It is understood and agreed that, if this application is approved, the undersigned and the above organization will be  
responsible for all damage to property and will protect and indemnify the School Board of the Jenkins Independent  
School District from all liability to any person on any account in connection with the above use of school property.

Home Phone: \_\_\_\_\_

Signed By: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Return Address: \_\_\_\_\_

### Action Taken

1. ☐ Approved for use of \_\_\_\_\_ on \_\_\_\_\_

2. Charge for Use of Property: \_\_\_\_\_

Extra Charges for expense of operation, custodial and supervisory: \_\_\_\_\_

3. Total Charge for Use of Property: \_\_\_\_\_ (Make check payable to Jenkins Independent School District)

4. ☐ Disapproved. Reason for disapproval: \_\_\_\_\_

(Signed: School Board of the Jenkins Independent School District)

Date: \_\_\_\_\_ By: \_\_\_\_\_, Superintendent



## **RULES AND REGULATIONS**

### **Governing the Use of School Buildings and Grounds of the Jenkins Independent School District**

#### **General Policy**

The School Board of the Jenkins Independent School District appreciates the value of making the school a community center and wishes to encourage the use of school property for worthy community and civic purposes in fulfilling this objective. In keeping with definite nationwide trends, it is recognized that more opportunities should be extended in the future for greater use of public school plants, in serving community needs by providing opportunities for the education of adults as well as for constructive cultural, recreational, and other leisure time activities.

With these purposes in mind and in order to provide for the proper protection and care of school properties, the following instructions and regulations shall govern the public use of such property in the Jenkins Independent School District.

#### **Instructions**

Applications for reservations shall be submitted in triplicate to the Superintendent of Schools through the Principal of the school desired to be used. If, in the opinion of the Superintendent, the proposed use of the school property complies with the rules and regulations of the School Board and the dates requested do not conflict with the use of the building or grounds for school purposes or with prior reservations, the Superintendent may approve such use of said building or grounds. If, however, in the opinion of the Superintendent the proposed use of the property does not comply with the rules governing the use of school buildings and grounds, the applicant may request the School Board to pass upon the application. The Superintendent reserves the right in any case to advise with the School Board before passing upon any application. After action is taken, one copy of the application will be filed in the Superintendent's office, another will be sent to the Principal and the third will be returned to the applicant.

#### **Rules**

1. Competition with legitimate established business or commercial interests in the community shall be avoided as far as possible.
2. The facilities of the School shall not be used for advertising or commercial purposes.
3. Grounds and buildings shall not be used without authority from the Principal, subject to approval by the Superintendent as a medium for the distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books, or advertising matter of any kind, not pertaining exclusively to the curriculum or to the social, athletic, or scholastic activities of the pupils except on the actual occasion of functions approved by the School Board.
4. School activities, as defined by each School Principal, at all times shall have precedence over any other use of school buildings or grounds.
5. No charges will be made for the use of school property for school or municipal purposes if such use is in the public interest and when the applications are made by the proper authorities and no admissions are charged.
6. No applications for public use of the buildings and grounds will be approved unless sponsored by reputable and established clubs, societies, or organizations which, in the judgement of the Principal and with the approval of the Superintendent, can reasonably be held responsible for payment of charges, compensation for damages to property, and for use of the property in reasonable conformity with ordinary rules or propriety; applications shall not be considered unless signed by officials or duly authorized agents of the organized bodies sponsoring the applications. In no cases shall the school property be leased to individuals.
7. Rental charges shall be made for all uses where admissions are paid and for such other occasions as may be required. In each instance the amount of the charge shall be determined by a schedule of necessary charges to be fixed by the School Board. No exception from the fixed charges shall be made without approval by the School Board.
8. Applicants shall be responsible for any damages which may be done to school property during the period it is used by them. A deposit to cover damages may be required with any application. Failure to pay promptly all rental charges or damages may be considered sufficient grounds for refusal to grant further use of school property to an applicant.
9. Applicants must furnish, or arrange for help that may be necessary for the operation of the rooms in which meetings are held, or grounds which are being used by them, such as, ushers, ticket sellers, and doorkeepers.
10. Regular janitor service, heat, light, water, gas, and a supervisor (when required) will be included in the rental charges. Also, a regular custodian employed by the Board shall have charge of the heat and lights and the regulation thereof at all times.
11. The Principal, with the approval of the Superintendent, shall designate the space in the various school buildings and the school grounds which are to be used.
12. It is understood that engagement of the school property for outside programs carries with it no obligation on the part of the school authorities to advertise, sponsor, or supplement the program to be given.
13. Positively no smoking will be permitted in the buildings or the gymnasium at any time.