

REQUEST TO USE PRESTON COUNTY SCHOOL FACILITIES

This application must be completed and forwarded to the school principal. All applications should be made **at least three (3) weeks** prior to the date for which the facility is desired. When application is reviewed, a copy will be returned for your records.

1. Today's Date: _____
2. School: _____ Facility Type: _____
3. Purpose of Facility Use: _____
4. Date(s) Needed: _____ Start Time: _____ End Time: _____
5. Name of Organization: _____
6. Name of Contact Person (Print): _____
7. Related Fund-Raiser: FY ____ # ____
8. If Cafeteria Use, will Kitchen be used? Yes No
9. Is Activity for Individual/Personal Gain? Yes No
10. Will Admission be charged? Yes No 9a. If Yes, Amount of Fee: _____
11. Repeated Use Requested? Yes No **If Yes, attach Schedule of Events and Times**
12. Proof of Insurance Attached (Required unless School Affiliated – Policy §4-9-3): Yes No

NOTE:** No Liability shall attach to Preston Co. BOE, or any of its employees and officers. Those persons or groups granted permission to use school facilities pursuant to BOE **Policy 4-9 shall agree to indemnify the BOE and hold it harmless for any liability arising out of their use. (W.Va. Code §18-5-19)

I/We, the undersigned, have read Preston County Board of Education Policy 4-9*, "Community Use of School Facility", and accept and agree to all items specified in said policy. Failure to provide proof of insurance nullifies this application. – MUST sign and provide an address for invoicing purposes.

Address

Address

Phone

Email

Signature

PRINCIPAL SIGNATURE: _____ **DATE:** _____

Facility use during requested time is: **APPROVED** **DENIED**

Date Received: _____ CLASS I CLASS II CLASS III CLASS IV

Usage Fee: _____ Hours x \$ 15.00 Fee = _____ Total

Flat Rate Fee: _____ Weeks x \$ 100.00 Fee = _____ Total

Custodian Fee (Est.): _____ Hours x _____ Wage = _____ Total (Billed After Event)

Supervision Fee: _____ Hours x \$20.00 Wage = _____ Total (Billed After Event)

Food Service Fee (Est.): _____ Hours x _____ Wage = _____ Total (Billed After Event)

TREASURER/CSBO SIGNATURE: _____ **DATE:** _____

COMMENTS: _____

SUPERINTENDENT/DESIGNEE SIGNATURE: _____ **DATE:** _____

Request is: **APPROVED** **DENIED**

All questions MUST be answered for form to be processed. All dates and times MUST be submitted at the time of the request.

Finance Office Use Only

FACILITY USE BOE Policy 4-9 Highlights

	Description	*Usage Fee	**Custodian and/or Cook	Supervision
Class I	School Program – Educational	-	-	-
Class II	School Sponsored/Related – Non-Educational	-	Yes	\$20/hr
Class III	Non-Profit, Community, Youth, Civic, and Recreation-related Organization	\$15/hr	Yes	\$20/hr
Class IV	Groups/Individuals Outside School District	\$40/hr	Yes	\$20/hr

* For long-term use, entity may be charged a flat rate of \$100/week. Long-term mean longer than one (1) day and a week mean seven (7) consecutive days.

** For an estimated average rate for Custodians/Cooks, please call (304)329-0580 ext. 224 or email katrina.kerstetter@k12.wv.us

Notice:

- Requests must be submitted three (3) weeks prior to event(s).
- Scholarship Groups must submit a profit/loss statement to the Central Office Finance Department after every event.
- All invoiced fees are due within 30 days of receipt. Groups with unpaid invoices will be prohibited from using facilities until invoices are paid in full.
- All kitchen use requires a BOE food service employee to be present during event.
- NO SCHOOL KEYS WILL BE GIVEN TO CITIZENS

Rules:

- Commercial or Private Use is prohibited
- Individuals, groups, or organizations may not sponsor or conduct activities that may be inordinately hazardous to persons or property.
- All events must be over by 12:00 a.m. – Special permission may be granted for lock-ins, etc.
- Organizations may charge admission if the activity or event does not conflict with any BOE Policy.
- Facilities will not be available on Snow Days
- Cancellations of use requests must be made to the building level administrator before noon of that last working day before the proposed event or the group may be charged for reimbursement of staff expenses.

Liability and Liability Insurance:

- Prior to facility use request, Class II, Class III, Class IV must furnish liability insurance in the name of Preston County Board of Education.
- No Liability shall attach to Preston County BOE, any of its employees and officers, specifically as a consequence of permitting access to the school facilities.
- Groups granted permission to use school facilities shall agree to indemnify the BOE and hold it harmless for any liability arising out of their use of school facilities.
- Liability Protection for the BOE is outlined in W.Va. Code §18-5-19d

*** For the full BOE Policy 4-9, please visit www.prestoncountyschools.com ***