

Trousdale County Board of Education

School Use Contract

Must submit completed CONTRACT with \$100 fee deposit (if applicable) to the Board of Education two weeks prior to the event.

NAME of EVENT: _____ SPONSOR NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

SCHOOL: _____ AREA: _____ DATE: _____ TIME: _____

FEE: (if applicable): _____ \$100 deposit is required for all activities that require a fee charge.

Supervising Employee: _____ Janitor: (if applicable) _____

Approving Principal: (signature) _____ Date: _____

Director's Approval: (signature) _____ Date: _____

CONDITIONS:

- The facility shall be reserved two (2) weeks prior to the scheduled event.
- If fees are applicable, a \$100 deposit shall be paid to the Board of Education two (2) weeks prior to the event.
- Proof of insurance for non-related school events involving students must be documented by either 1) a blanket coverage 2) disclaimer forms 3) copy of parental insurance carriers.
- Non-school related organizations shall be charged \$25.00 per hour.
- Activities involving (25) or more persons shall have a janitor on duty at all times during the event.
- Janitors shall be paid at their overtime rate determined by the BOE. Janitors are paid directly by the sponsoring organization; the school system is not responsible for janitor compensation.
- All activities shall be under supervision of a school employee (approved by the building principal) at all times during the event.
- Groups receiving permission are financially responsible for any damages to the building or its contents.
- Groups receiving permission are restricted to the dates and times specified in this contract.
- Groups receiving permission are responsible for the observance of all fire and safety regulations at all times.
- The use of alcoholic beverages, drugs, tobacco, profaned language or gambling in any form is prohibited.
- If kitchens are used, at least one member of the cafeteria staff or a staff member appointed by the building principal must be present to supervise the use of cafeteria equipment. If cafeteria staff are used, each will be paid at the approved hourly rate if cafeteria staff is not already regularly employed during the times of the event.
- All areas must be cleaned and in the condition they were originally provided.
- All trash must be disposed in the dumpster outside the school.
- The building must be locked and secured at the end of the event.
- Deposits shall be returned upon final fee determination and satisfactory facility inspection.

I hereby agree to abide by the above conditions of this CONTRACT.

Sponsor (Signature) _____ Date _____