

KINGS LOCAL SCHOOL DISTRICT
Kings Mills, OH 45034

FILE: KG-E

APPROVING AUTHORITY
FACILITIES REQUEST FORM

Date of Request: _____

A. Name of Organization: _____
Address: _____

Phone: (____) _____

B. Building Requested: _____
Portion of building to be used: _____
Special equipment needed: _____

C.	Date(s) Requested	From (Time)*	To (Time)*	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Be sure to include time for set-up and clean-up

D. Number of persons using facility (each date): 1. _____, 2. _____, 3. _____, 4. _____

E. Purpose(s) for which facility is to be used: _____

F. This organization is a (circle one) **Group A Users** **Group B Users** **Group C Users**

G. Designated Representative

I, _____ agree to act as Designated Representative, as defined in the Kings Local School District Board of Education Policy regarding Public Use of School Facilities ("Board Policy") for the organization above in connection with this application. I am acting as Designated Representative with the knowledge, approval and consent of the organization. I have read and I understand the Board Policy and attached regulations and the organization agrees to abide by its terms which are incorporated herein by reference. I understand that my application for facility use is not an automatic approval. I am required to obtain final approval and necessary liability insurance as required. I, _____ agree to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of use of _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Board of Education or either party's agents or employees, or otherwise.

Signed: _____
Request Received: _____ Address: _____
Phone: (____) _____ (____) _____
(Home) (Business)

APPROVAL: (See Item B)

Building Principal _____ Date: _____
Athletic Director _____ Date: _____
District Facility Coordinator _____ Date: _____
_____ Date: _____

Building Use Only		Group A	Group B	Group C			
Room used:	Rooms x	Hours/days	x	Rate	=	Total	Damages: Yes () No ()
	1. _____	_____		_____		_____	Describe: _____
	2. _____	_____		_____		_____	_____
	3. _____	_____		_____		_____	_____
Personnel used:	Rate x	Number	x	Hours	=	Total	Charges: Yes () No ()
	1. _____	_____		_____		_____	Approved: _____
	2. _____	_____		_____		_____	Date: _____
	3. _____	_____		_____		_____	_____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N						E.L. EACH ACCIDENT \$
	(Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REGULATIONS

1. The facilities of the Kings Local School District (the "District") are to be made available to the school community for use unless the facilities are scheduled for student use, provided that the user meets the requirements prescribed by the District's Board of Education (the "Board"). Student use of the facilities will be given priority.
2. Groups eligible to use the facilities include:
 - Group A Users:** School sponsored or school related groups or organizations. This group includes school sponsored clubs and activities, the PTO, the Athletic Boosters and the Band Boosters.
 - Group B Users:** Non-profit civic, religious, educational, cultural, social, or recreational organizations located within the District or whose membership is composed of a majority of District residents; and groups or organizations invited by the District to host educational, athletic (OHSAA) or fundraising programs or events.
 - Group C Users:** All other eligible groups or organizations that provide services or activities for the District's children or the community.
3. Groups ineligible to use the facilities are those located outside the District, groups whose majority of participants are not residents of the District, or groups conducting for-profit, income-producing, or commercial enterprises not related to the District. The participant residence requirement will not make an otherwise eligible user ineligible, if participation of District residents is limited by OHSAA requirements and the maximum number of allowed District residents is participating. Any such user will be a Group C User.
4. **School facilities may be used on Sundays and legal holidays only with the approval of the Board. School facilities are not available for use during or before regular school hours, when students are in attendance.**
5. Any user of school facilities will be responsible for providing adequate supervision and will be responsible for any damage to the premises and its contents. Activities will be confined to those areas of the facility specifically approved for use. **After school events for building classroom areas are to be completed by 8 PM. All gymnasium and auditorium use is to be completed by 9 PM. Any exceptions will be addressed on a case by case basis.**
6. Alcoholic beverages are not permitted in any District facility or on District grounds. No smoking is permitted in any District facility. Food and drink may be served and consumed only in those areas specifically approved for that use.
7. **Any Group B or Group C user will provide the District with a Certificate of Insurance, evidencing user's liability coverage in the amount of \$1 Million Dollars, and the Kings Local School District Board of Education shall be named as an additional insured on the certificate of insurance.**
8. User shall hold the District and the Board harmless from and against any and every kind of claim, demand, suit, action or damages relating to or arising out of user's use of the facilities.
9. If the Board, the Superintendent, or his or her designee determines that the authorized area(s) or premises are needed for school purposes, the District may cancel the use. The District also reserves the right to cancel any use for good cause, including, but not limited to, power outage, field overuse, or water service interruption. **All use is automatically cancelled for days when school is closed for emergencies or inclement weather.**

10. When school buildings are used for purposes other than for Group A school use, additional expenses are incurred. The District shall have the option to recover utility costs for lighting and HVAC. Facility Fees will be charged pursuant to the Board adopted fee schedule, as specified in Attachment 1. User shall reimburse the District for the District's costs in connection with the use of outdoor field lights and any other out of the ordinary expenses.
11. When school support personnel are needed, the District will assess a charge to cover wages and benefits pursuant to the Board adopted Support Fees, as detailed on Attachment 1.
After hours use of school kitchens is only available with the employment of qualified personnel.
12. Payment of any and all Facility Fees shall be due no later than 10 days prior to the date the activity is scheduled. Checks should be made payable to and delivered to:
Kings Local School District
5500 Columbia Road
Kings Mills, Ohio 45034
Attention: Athletic Director

FEE SCHEDULE

GROUP A USERS: School sponsored or school related groups or organizations.

Facility Fees: None.

Support Fees: May be required, see below.

Other Fees: None.

Other Requirements:

1. Must complete and submit a Use Of Facility Request.
2. Provided the user is a named insured under the District's policy, no additional insurance is required.

GROUP B USERS: Non-profit civic, religious, educational, cultural, social, or recreational organizations located within the District or whose membership is composed of a majority of District residents; and groups or organizations invited by the District to host educational or fundraising programs or events.

Facility Fees: See below.

Support Fees: May be required, see below.

Other Fees: Out of the ordinary expenses will be charged back to user.

Other Requirements:

1. Must complete and submit a Use Of Facility Request.
2. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.
3. Must provide evidence of not-for-profit or tax exempt status. Acceptable evidence includes, copies of the user's current:
 - a. IRS tax-exempt status determination letter;
 - b. IRS Form 990;
 - c. Ohio Form CFR-1 and Ohio Annual Financial Statement; or
 - d. A copy of the applicant's filing request for tax exempt status.
4. Must provide a list of all officers, directors and those individuals responsible for the activities for which the request is being made. Addresses and phone numbers shall be provided.
5. Must provide a copy of the user's current Articles and By-laws, with all amendments.

GROUP C USERS: All other eligible groups or organizations that provide services or activities for the District's children or the community.

Facility Fees: See below.

Support Fees: See below.

Other Fees: Out of the ordinary expenses will be charged back to user.

Other Requirements:

1. Must complete and submit a Use Of Facility Request.
2. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.
3. Must provide a list of all officers, directors and those individuals responsible for the activities for which the request is being made. Addresses and phone numbers shall be provided.

**Kings Local School District
Fee Schedule for Building/Facilities Rental**

Building	Area Requested	Group A	Group B	Group C
K I N G S HIGH SCHOOL		Per Hour	Per Hour	Per Hour
	Auditorium*	No Charge	\$50	\$75
	Classrooms	No Charge	30	50
	Cafeteria	No Charge	30	50
	Computer Lab*	No Charge	40	50
	Gymnasium*	No Charge	30	50
	Utilities / Gym	No Charge	12	12
	Kitchen*	No Charge	30	50
	Media Center	No Charge	30	50
	Stadium *	No Charge	40	50
	Full rental for event		\$1,000.00	\$1,000.00
	Utilities	No Charge	45	45
Fields BB & SB	No Charge	40	50	
Fields Practice	No Charge	30	40	
K I N G S JUNIOR HIGH		No Charge	30	50
	Classroom	No Charge	15	25
	Computer Lab*	No Charge	40	50
	Cafeteria *	No Charge	30	50
	Gymnasium*	No Charge	30	50
	Utilities / Gym	No Charge	12	12
	Kitchen*	No Charge	30	50
	Locker Rooms	No Charge	25	25
	Outdoor Ath. Fields	No Charge	30	50
K I N G S ELEMENTARIES	Cafeteria/Multi-Purpose Rooms	No Charge	30	50
	Classroom	No Charge	15	25
	Computer Lab*	No Charge	30	50
	Gymnasium*	No Charge	30	50
	Utilities / Gym	No Charge	12	12
	Kitchen*	No Charge	30	50
	Media Center	No Charge	30	50
	Outdoor Ath. Fields	No Charge	30	50

***Rental of these areas may require the services of the following: Food Services Worker, Computer Tech Staff, Site Manager, Custodian, and/or Security Staff at the cost to Renter. These areas may be subject to a prep fee of \$50.00 as required. Site Manager and/or security required at the discretion of the Athletic Director at cost to renter.**

Outdoor Athletic Facilities (Baseball Field, Softball Field, Soccer Field, Tennis Courts, Football Fields), Auditorium: Rental Fee listed is for event, 4 hr/min. Rehearsal/setup hours are ½ rental cost. Usage fee is hourly rate or 6% of total ticket sales.

For the purpose of the fee schedule as long as KBA & Youth Football student population exceeds 80% of kids in the Kings School District these two groups will be subject to a separately negotiated fee for use of facilities. The Athletic Director shall have the authority to negotiate facility use with the above two groups and OHSAA for state sponsored events that require use of district facilities.

SUPPORT FEES

Custodial \$25.00 / hour on weekdays
 \$35.00 / hour on Saturday, Sunday, and Holidays

Cook \$20.00 / hour on weekdays
 \$30.00 / hour on Saturday, Sunday, and Holidays

Utility Fees \$12.00 per hour lighting (**For 08-09 School year \$7.00 per hour combined**)
 \$15.00 per hour heating

Support Fees for custodial or cook services will at no time be waived for users who pay Facility Fees. Support Fees may be waived in whole or in part for eligible Group A or Group B users. Support fees shall include a minimum charge of one (1) hour before and one (1) hour after the event.