

Mason County Schools Request for Use of School Facilities
1 Education Lane, Point Pleasant, WV 25550

This form is to be completed at least **(3) three weeks** in advance of the activity and submitted through the **Principal** to the Director of Facilities and the Superintendent. **A check or money order made payable to the Mason County Board of Education for the Facility Use fees is to be attached to this form AT SUBMITTAL to the school Principal.** Upon approval, copies of this form will be sent to the building principal, the Treasurer, and the Maintenance Facility Office.

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Name of Organization _____ Date of Request _____

Person Making Request _____ Phone Number _____

School Facility to be Used _____ Date(s) of Use _____

Clearly Explain the Purpose of Use _____

Time Activity Begins _____ Time Activity Ends _____

Is Admission to be charge or a collection taken? ___ Yes ___ No If yes, how much? _____

PERSON RESPONSIBLE in charge of the activity:

Name _____ Email _____

Address _____ Phone Number _____

City _____ State _____ Zip Code _____

Please fill out the following information for Board of Education custodian that will open the facility, be present during the activity, and close the facility. Cook(s) if applicable. Lights/sound person if applicable. * Principal fills out. Below are estimated maximum amounts and are not meant to represent actual payments due to employee.

Custodian's Name * _____

Number of Hours _____ x _____ Rate Per Hour= _____

Cooks Name* (If Applicable) _____

Number of hours _____ x _____ Rate Per Hour= _____

Lights/Sound Person's Name * _____

Number of Hours _____ x _____ Rate Per Hour= _____

Charge for facility use (See rates on last page) _____

Check or money order made payable to the Mason County Board of Education Total _____

Proof of Liability Insurance

Insurance Company's Name _____

Address _____

City _____ State _____ Zip Code _____

In order to make the timeline on your request more efficient, please make sure you have the following items at the time of submittal with the building principal. Forms that are not completely filled in, do not have check or money order, or do not have proof of liability insurance will be returned. Please check each box for your submission.

- Everything on the form has been filled out entirely.
- A clear explanation for the purpose of use has been given.
- A check or money order has been given to the building principal for the total amount made payable to the Mason County Board of Education (Where applicable). Check or money order is sent to Director with form.
- A copy of liability insurance has been given to the building principal and sent with form (Where applicable).
- Hold harmless agreement – You must provide a signed copy with **each** request.

Mason County Schools Request for Use of Facilities

Principal's Action _____ Approve _____ Disapprove

Principal's Comments _____

Principal's Signature _____ Date _____

*Principals, please note that a copy of the facilities use policy is to be given with this form to the person making the request and signing as the representative to read, understand, and agree with County Policy 7510.

Director's Action _____ Approve _____ Disapprove

Director's Comments _____

Director's Signature _____ Date _____

Superintendent's Action _____ Approve _____ Disapprove

Superintendent's Comments _____

Superintendent's Signature _____ Date _____

FACILITY USE FEES

Aux. Gym/Elementary	\$140.00/day
Auditorium	\$200.00/day
Classroom	\$20.00/day
Elementary Cafeteria	\$65.00/day
Football Field	\$200.00/day
High School Cafeteria	\$150.00/day
Large Gym	\$200.00/day
Library	\$50.00/day
Parking Lot Only	\$50.00/day
Central Office Board Meeting Room	\$65.00/day

DAY = EQUALS NO MORE THAN 10 CONSECUTIVE HOURS. HOURS OVER 10 SHALL BE PRORATED WITH AN ADDITON FEE PER HOUR.

REV. 10/31/2018

HOLD HARMLESS AGREEMENT

FACILITY USE

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have read, understand, and agree to abide by County Policy 7510 and agree that the school property will be used in accordance with the rules and regulations of the Mason County Schools.

I/We agree to indemnify and hold harmless Mason County Schools from:

- a) Any claim, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of the facility; and
- b) Any claims, damages, penalties, costs, and attorney fees arising from the failure of the organization, its officers, employees, and/or agents, to observe applicable laws.

I/We further acknowledge that Mason County Schools makes no warranties about the safety, maintenance, or inspection of the facility before, during, or after it is being used by the requesting organization.

I/WE UNDERSTAND THAT A CUSTODIAL AND/OR CAFETERIA MANAGER FEE OF \$30.00 PER HOUR WILL BE CHARGED FOR EVENTS OUTSIDE NORMAL OPERATING HOURS FOR BUILDING SUPERVISION AND/OR CLEAN-UP, AND/OR FOR THE USE OF THE KITCHEN FACILITIES. THERE IS A MINIMUM OF 4 HOURS THAT MAY BE BILLED. I/WE AGREE TO PAY THE AMOUNT(S) BILLED IMMEDIATELY AFTER THE USE OF THE FACILITY.

NAME OF ORGANIZATION _____

REQUESTOR'S SIGNATURE _____

REQUESTOR'S PRINTED NAME _____

DATE _____

NOTE: FACILITY FEES FROM OUTSIDE USERS ARE PAYABLE IN ADVANCE OF THE EVENT. A SEPARATE INVOICE WILL BE ISSUED AFTER THE EVENT FOR ALL EMPLOYEE WAGES AND FIXED COSTS AND ANY UNFORESEEN COSTS.