

CONTRACT FOR USE OF

Updated: June 2018

BALDWIN COUNTY PUBLIC SCHOOL FACILITY

School/Facility: _____ Date of Use: _____

Name of Organization: _____ Time of Use: _____

Purpose of Use: _____

Will BCBE Employee be paid for services? (Extra Work Agreement Completed?)

A school employee must be assigned to monitor the facility if school equipment is being used. (Ex. Use of kitchen; CNP worker must be present)

The group, organization, or individual desiring to hold an event is responsible for ensuring the facility is cleaned after the event.

- 1. Adult sponsor (person procuring facility) will be present for the duration of the use of the building. Failure to do so will result in no further use of the facility.
2. Children not participating in the activity are not allowed in the facility unless accompanied by a parent who is not participating in the activity.
3. Restrooms: Use of restrooms will be restricted to those restrooms in closest proximity.
4. No one is allowed to walk/roam through building unless accompanied by the adult sponsor.
5. No food is allowed in the facility.
6. Those who have activities logged on the school calendar will have priority in use and any school function takes highest priority in scheduling.
7. The adult sponsor (person procuring facility) will assume responsibility for damages and/or extraordinary expenses associated with or resulting from the use of the building and will repair or replace damaged items (including light bulbs) to their original condition.
8. The proposed use is not sponsored by or endorsed by the Board of Education, the principal, the local school trustees, the school or any official or employee of the board.
9. To "hold harmless" the board, its members, the superintendent, the principal, the local trustees and all agents or employees of the board from any liability, including attorney's fees (1) for negligence or any other wrongful acts of the user of the facilities or their agents, servants or employees, and/or (2) for permitting the use of such facilities.
10. To take out and carry liability insurance in the amount to be determined by the superintendent naming the board, its members, the superintendent, the principal, the local trustees and all agents or employees of the board as additional insured's: and to provide to the superintendent, as appropriate, a certificate verifying appropriate insurance coverage prior to use of facility.
11. That the facilities will not be used for any purpose not permitted by this policy.

I understand that by signing this agreement, I assume full responsibility for damages and cleanliness to any part of the facility until the principal/designee inspects the facility. I also affirm that appropriate liability insurance is in place.

*A Fee may be charged for the use of facilities. All areas where electricity is needed will be charged a mandatory "County Fee". (Example: Gym, cafeteria, classrooms, etc. Also, athletic facilities where lights are needed.)

County Fee: \$15.00/hour X Total Hrs: _____ = \$ _____ School Fee: \$ _____

Total Payment: \$ _____ City, Education Foundation, Government Entity (Exemptions)

Organization President and/or Chairperson

Principal Signature

Cell/Home Phone: _____

Work Phone: _____

Superintendent/Designee Signature

After the superintendent's approval: MAKE CHECK PAYABLE TO: Baldwin County Board of Education MAIL CHECK TO: Baldwin County Board of Education Attn: Assistant Superintendent 2600 North Hand Ave. Bay Minette, AL 36507