

January 17, 2012

Carroll County Board of Education  
Members of the Board  
Carrollton, KY

Dear Members:

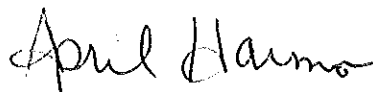
On behalf of the American Cancer Society Relay For Life of Carroll County we would appreciate you taking the time to consider allowing our use of the Carroll County Middle School for a fund raiser. Our Relay For Life team would like to hold a community beauty pageant on Saturday, March 24, 2012 from 8:00 am- 10:30 pm (set-up to clean-up) as a way to raise money for the American Cancer Society.

As you may know the Relay For Life is the biggest fund raiser for the American Cancer Society and it helps our community every day by creating a world with less cancer and more birthdays. Our fundraiser is to support the community's Relay on Friday and Saturday, June 15-16 2012, at the Carroll County Fairgrounds.

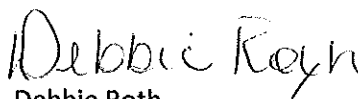
We would appreciate the use of the building and the fee be waived so that we can provide more dollars to the American Cancer Society. We will assume responsibility for all site expenses and clean-up after our event. We can discuss these terms in more detail as you see fit.

Again, thank you for considering our request. If you have any questions, please contact April Harmon, ACS Community Representative at 502.525.9529 or [april.harmon@cancer.org](mailto:april.harmon@cancer.org).

Sincerely,



April Harmon  
American Cancer Society



Debbie Roth  
Team Robbins – Relay For Life

CARROLL COUNTY BOARD OF EDUCATION  
CARROLLTON, KENTUCKY

FACILITY RENTAL AGREEMENT

I, Team Robbins, as sponsor of The Relay for Life  
(Name of Sponsor) (Organized Group)

per KRS 162.050, hereby enter into a contract with the Carroll County Board of Education to use CCMS Auditorium located at CCMS  
(Facility) (School or Location)  
for the purpose of Relay for Life Pageants on March 24th, 2012  
(Reason) (Date of Use)

I will be responsible to the Carroll County Board of Education for any damages that may occur while my group has possession of facility or equipment, and for policing the area after use. I am aware that the group herein named assumes all liability for injury to persons or property by reason of use of the leased premises and will indemnify and save harmless the Carroll County Board of Education from any loss or damage thereby. Said group (~~shall~~ not) provide a certificate of liability insurance in the amount of \$ 0 naming the Carroll County Board of Education as additional insured under the policy for the activity by no later than seven (7) days prior to the date of use.

The rental fee will be \$25.00 for a minimum of 3 hours and \$10.00 for each additional hour.

The custodial fee will be \$25.00 for a minimum of 3 hours and \$10.00 for each additional hour. The custodial fee is to be paid directly to the Board of Education in the event a custodian is working his/her normal schedule.

A school employee shall open at the designated contract time. The school representative shall in no way be responsible for the conduct of persons present. His/Her time shall be calculated from time of opening until the facility is cleaned and secure. The school employee fee will be \$25.00 for a minimum of 3 hours and \$10.00 for each additional hour.

If the event requires use of the kitchen, a school cafeteria employee must be present. The cafeteria employee fee will be \$25.00 for a minimum of 3 hours and \$10.00 for each additional hour.

Time of Opening	<u>8:00 a.m.</u>	Time of Closing	<u>10:30 p.m.</u>
Rental Cost	\$ _____	Custodial Fee	\$ _____
Cafeteria Employee	\$ _____	School Employee	\$ _____

All rates are calculated to exclude cost of custodian's regular cleaning duties.

All rates are to include a school staff member to open and close.

If additional services are requested, the principal and sponsor will agree on monetary value.

Kitchen rental will also require the hiring of a staff cook.

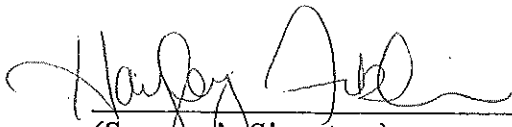
Rental fee and custodial fee are mandatory unless waived by the Carroll County Board of Education.

If waiver of rental/custodial fee is requested, it must be presented in writing.

It is further agreed that while my group has possession and use of said facility:

- A. All fire and safety regulations shall be strictly followed;
- B. The use of tobacco products shall not be allowed within said facility;
- C. The use of alcohol shall not be allowed within said facility;
- D. No illegal or immoral activity shall be allowed within said facility;
- E. No alterations shall be made to said facility without prior approval;
- F. The using party shall not sublease or reassign any portion of said facility covered by this Agreement;
- G. No Carroll County School equipment shall be used nor considered part of this Agreement unless specifically enumerated herein.
- H. The facilities shall be left in as good a condition as before used.

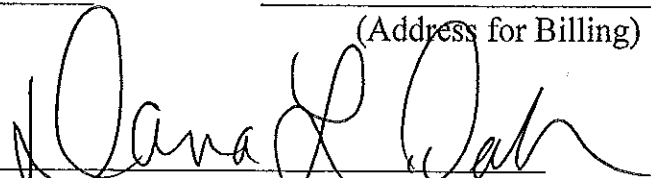
**I have received copies of the Carroll County Board of Education Community Use of School Facilities Policies and Procedures 05.3, 05.31 and 05.32 and agree to fully adhere to same.**

  
\_\_\_\_\_  
(Sponsor's Signature)

  
\_\_\_\_\_  
Pageant Coordinator

502-525-3571  
\_\_\_\_\_  
(Sponsor's Phone Number)

\_\_\_\_\_  
(Address for Billing)

  
\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
Date Approved by Board