

CARROLL COUNTY BOARD OF EDUCATION  
CARROLLTON, KENTUCKY

FACILITY RENTAL AGREEMENT

I, Charlotte Snow, as sponsor of Carroll County Tobacco Festival  
(Name of Sponsor) (Organized Group)

per KRS 162.050, hereby enter into a contract with the Carroll County Board of Education to  
use High School Parking Lot located at Carroll County High School  
(Facility) (School or Location)  
for the purpose of lineup of parade on Oct 8<sup>th</sup>, 2011.  
(Reason) (Date of Use)

from 8 a.m. till 1 p.m.

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/shall not) provide a certificate of liability insurance in the amount of \$ \_\_\_\_\_ 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 \_\_\_\_\_  
Rental Cost \$ \_\_\_\_\_  
Cafeteria Employee \$ \_\_\_\_\_

Time of Closing \_\_\_\_\_  
Custodial Fee \$ \_\_\_\_\_  
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.**

Charlotte Snow + PJ Knight Carroll County Tobacco Festival  
(Sponsor's Signature)

502-347-5398 + 732-4429      P.O. Box 343, Carrollton, Ky 41008  
(Sponsor's Phone Number)                      (Address for Billing)

  
(Principal's Signature)

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Date Approved by Board