

Mason County Schools Request for Use of School Facilities  
1200 Main Street, 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 proper usage fee 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.**

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 RATES

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	\$130.00/day
Large Gym	\$200.00/day
Library	\$50.00/day
Parking Lot Only	\$50.00/day

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 WILL BE BILLED. I/WE AGREE TO PAY THE AMOUNT(S) BILLED PRIOR TO THE USE OF THE FACILITY.**

NAME OF ORGANIZATION \_\_\_\_\_

REQUESTOR'S SIGNATURE \_\_\_\_\_

REQUESTOR'S PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_