

## REQUEST FOR USE OF FACILITIES

Today's Date: \_\_\_\_\_

Name of Group/Individual making request: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check the box next to the category which best fits the applicant. Please note that the superintendent has the final say in the determination of the applicant's category.

\_\_\_ Category 1: School organization - A school sponsored organization with an advisor appointed as paid or volunteer by the Kenton City Schools Board of Education.

\_\_\_ Category 2: School related organization - An organization that is considered nonprofit and has been recognized as such by the Kenton City Schools Board of Education. The list of Kenton City Schools Board of Education approved school related organizations is attached.

\_\_\_ Category 3: Youth/Community groups - These are nonprofit organizations not specifically approved by or related to the schools, but whose purpose is to provide services to the youth of the community. For example, scouting groups, which are comprised of at least a majority of residents of the District.

\_\_\_ Category 4: General Public/Nonprofit - These are groups and/or organizations whose members are comprised of nonresidents or youth groups where a majority of whom are non-residents. Except when the activity is nonprofit and is specifically for the youth of the community, then the rate is under Youth/Community group.

\_\_\_ Category 5: Profit making groups/Business - These are profit making, entrepreneurial entities.

Desired building: \_\_\_\_\_

Day(s), Dates(s) and Time(s) needed: \_\_\_\_\_

\_\_\_\_\_

Purpose of the function: \_\_\_\_\_

\_\_\_\_\_

Is the use of the facility for practice or an event?: \_\_\_\_\_

Cost of admission or fees: \_\_\_\_\_

Describe any items to be sold: \_\_\_\_\_

Purpose of money received: \_\_\_\_\_

Types of materials to be distributed: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Equipment requested. Describe in detail (number of chairs, number and type of tables, projector, PA system, microphones, podium, TV, risers, piano, etc.)

\_\_\_\_\_

\_\_\_\_\_

Describe setup required if other than normal:

\_\_\_\_\_

\_\_\_\_\_

A Kenton City School employee must be onsite the entire time of the rental. If the applicant cannot secure a school employee for the event, the district will provide an employee at the applicant's expense. **By signing this agreement, the employee agrees to be onsite for the entire time of rental at no cost to the district.**

\_\_\_\_\_

Name of KCS employee supervising the event

\_\_\_\_\_

Signature of KCS employee

Check the facilities desired:

\_\_\_ Classrooms

\_\_\_ Number of classrooms desired

Location/Room numbers: \_\_\_\_\_

\_\_\_ Library

\_\_\_ Gymnasium

\_\_\_ Cafeteria

\_\_\_ Auditorium

\_\_\_ Multi-purpose

\_\_\_ Computer lab

\_\_\_ Other building space - Specify space and location \_\_\_\_\_

\_\_\_ Practice fields - Specify location \_\_\_\_\_

A \$50.00 application fee is required for those in categories 2, 3, 4, and 5 as specified in the administrative guidelines for Board policy 7510. All cancellations must be made five business days prior to the date of the event in order to receive a full refund of the application fee. Any cancellation made within the five business days prior to the event will result in forfeiting of the application fee.

All checks should be made payable to the Kenton City Schools.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

TO BE COMPLETED BY THE KENTON CITY SCHOOLS

Building: \_\_\_\_\_

Category of user: \_\_\_\_\_

Deposit amount received (if applicable): \_\_\_\_\_

Charges to user:

The superintendent has the authority to adjust the fees charged. Fee adjustment will be documented in the comments section below.

	Estimated cost	Actual cost to date	Final actual cost
Facility Rental			
Equipment Rental			
School Employee			
Damages			
Other			
Total cost			
Less application fee			
Balance owed			

\_\_\_\_ This request is fully approved except for any limitation noted under the "Comments" below.

\_\_\_\_ This request is NOT approved. Reasons noted under the "Comments" below.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

FACILITY RATE SHEET

NORTHWOOD AND OAKLIEF

CATEGORY	#1	#2	#3	#4	#5
MULTI-PURPOSE	\$0	\$0	\$50 PH	\$65 PH	\$80 PH

MIDDLE SCHOOL

CATEGORY	#1	#2	#3	#4	#5
SINGLE CLASSROOM	\$0	\$0	\$10 PH	\$12 PH	\$15 PH
CAFETERIA	\$0	\$0	\$15 PH	\$25 PH	\$35 PH
AUDITORIUM - EVENT	\$0	\$200	\$200	\$300	\$400
AUDITORIUM PRACTICE	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
GYMNASIUM - EVENT	\$0	\$200	\$200	\$300	\$400
GYMNASIUM PRACTICE	\$0	\$0	\$20 PH	\$35 PH	\$50 PH

HIGH SCHOOL/ATHLETIC BUILDING

CATEGORY	#1	#2	#3	#4	#5
SINGLE CLASSROOM	\$0	\$0	\$10 PH	\$12 PH	\$15 PH
CAFETERIA	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
GYMNASIUM - EVENT	\$0	\$300	\$300	\$400	\$500
GYMNASIUM PRACTICE	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
ATHLETIC BUILDING GYM - EVENT	\$0	\$200	\$200	\$300	\$400
ATHLETIC BUILDING GYM PRACTICE	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
FIELD HOUSE - EVENT	\$0	\$400	\$500	\$600	\$700
FIELD HOUSE PRACTICE	\$0	\$0 PH	\$100 PH	\$200 PH	\$300 PH

KENTON ELEMENTARY SCHOOL

CATEGORY	#1	#2	#3	#4	#5
SINGLE CLASSROOM	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
CAFETERIA	\$0	\$0	\$35 PH	\$50 PH	\$65 PH
GYMNASIUM - EVENT	\$0	\$300	\$300	\$400	\$500
GYMNASIUM PRACTICE	\$0	\$0	\$50 PH	\$65 PH	\$80 PH
MULTI-PURPOSE GYM - EVENT	\$0	\$200	\$200	\$300	\$400
MULTI-PURPOSE GYM PRACTICE	\$0	\$0	\$35 PH	\$40 PH	\$55 PH

OUTDOOR FACILITIES

CATEGORY	#1	#2	#3	#4	#5
PRACTICE FIELDS PRACTICE	\$0	\$0	\$20 PH	\$35 PH	\$50 PH
PRACTICE FIELDS EVENTS	\$0	\$200	\$200	\$300	\$400
STADIUM/FOOTBALL FIELD/TRACK PRACTICE	\$0	\$0	\$50 PH	\$100 PH	\$150 PH
STADIUM/FOOTBALL FIELD/TRACK EVENTS	\$0	\$200	\$300	\$500	\$1,000

FOOD SERVICE PERSONNEL - \$36 PH

CUSTODIAN - \$40 PH

IF HEAT IS REQUIRED, CUSTODIAN SERVICES WILL BE NEEDED 1 HOUR BEFORE AND ½ HOUR AFTER RENTAL.

PH = per hour