

## Applications and Agreements for Use of Various District Property

### USE OF THE BLAIR CENTER

#### Steps to Complete Application Process

1. Contact the main office of Shelby County Public Schools, at 502-633-2375, to obtain the application for the Use of the Blair Center and set a tentative meeting date. The primary contact is Jessica Garrett at [Jessica.Garrott@shelby.kyschools.us](mailto:Jessica.Garrott@shelby.kyschools.us)
2. Submit the completed application along with a certificate of liability insurance in the amount of \$1,000,000 naming Shelby County Public Schools as additional insured. Applications can be mailed to Jessica Garrett, Shelby County Public Schools at 1155 West Main Street, Shelbyville, KY 40065 or emailed to [Jessica.Garrott@shelby.kyschools.us](mailto:Jessica.Garrott@shelby.kyschools.us).
3. The contact person of the renting organization will be notified once the completed application has been approved.
4. On the date of your event, the Blair Center key must be checked out at the main of Shelby County Public Schools.
5. Payment by purchase order or check is due at the time of key check out.

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**CONDITIONS OF RENTAL**

All rentals of school facilities are subject to the following conditions:

1. An official application/contract shall be made to the Superintendent/ Designee.
2. A certificate of liability insurance in the amount of \$1,000,000 per occurrence naming Shelby County Public Schools at 1155 West Main Street, Shelbyville, KY 40065 as additional insured.
3. Application must be received by the Superintendent/ Designee seventy two (72) hours prior to the dates being used. Any individual who signs the application/ contract without legal authority to sign on behalf of a group or organization is accepting personal responsibility for all requirements relating to use of school facilities.
4. Rentals will only be made to responsible and organized groups, and responsible officers of that group must sign the application/contract.
5. Conditions of the application/contract shall include:
  - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
  - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
  - c. Agreement to observe all fire, safety and firearms regulations;
  - d. Agreement that the use of tobacco, alternative nicotine, or vapor products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings or on school grounds;
  - e. Observance that no immoral or illegal activity shall be allowed on the premises;
  - f. The presence of a school employee may be required at all times during facility use by non-school groups. If required an hourly flat rate will be charged to cover employee's salary rate, social security, retirement and potential overtime based on a forty (40) hour week.
  - g. A minimum flat rate for two (2) hour custodial services will be charged to clean the facility. This minimum charge is for all use, and a four (4) hour minimum rate will be applied if food is served by renting organization.
  - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
  - i. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
  - j. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated;
  - k. Agreement to leave the facilities in as good a condition as before used; and
  - l. Acknowledgement that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.
  - m. Acknowledgment that use of the facility during times that school is in session is limited school sponsored or school endorsed groups or activities.

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**USE OF THE BLAIR CENTER (CONTINUED)**

**COST OF RENTAL AND SUPERVISION REQUIREMENTS**

Facility	Facility Cost	Other Charges
Entire Facility	\$200.00	1 custodial employee at \$40/hr.
Multi-Purpose Room (Large, Small, or Combined)	\$150.00	1 custodial employee at \$40/hr.
Classroom/ Classrooms (Room 101 and Room 102)	\$50.00 (per classroom)	1 custodial employee at \$40/hr.
Technology Support	*If technology (projection/sound/smartboard) is used, a computer technician is required to be on site.	1 computer technician at \$55/hr.

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**USE OF THE BLAIR CENTER (CONTINUED)**

<b>Requesting Organization/ Authorized Agent</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Proposed Activity</b>	

<b>Date(s) Requested</b>		<b>Sound system</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Time needed (start and end time)</b>		<b>Technology (computer/screen, etc.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b># of Participants</b>		<b>Will food be served?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Room(s) Needed</b>	
<input type="checkbox"/> Room 101 - 25 people <input type="checkbox"/> Room 102 - 25 people <input type="checkbox"/> Combine 101 and 102 - 50 people <input type="checkbox"/> Entire building	<input type="checkbox"/> Multi-Purpose Rm- Large - 100 People <input type="checkbox"/> Multi-Purpose Rm- Small - 50 People <input type="checkbox"/> Combine multi-purpose - wall open
<p><i>Room capacities are with tables and chairs.</i>  <i>Parking: 75 spots when school is in session; 130 spots when school is out of session.</i></p>	

<p><b>Please check that you agree and will submit the following:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I understand that the requesting organization must submit a current Certificate of Insurance at \$1,000,000 per occurrence with SCPS as certificate holder.</p>
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My signature below indicates that I have read the conditions of rental and the related costs. Furthermore, I agree to abide by the conditions and pay the related costs.

\_\_\_\_\_  
*Signature of Authorized Organization Representative*

\_\_\_\_\_  
*Date*

Signature of the Superintendent/ Designee indicates conditions of Board Policy 05.3 and related procedures are being followed:

\_\_\_\_\_  
*Signature of Superintendent/ Designee*

\_\_\_\_\_  
*Date*

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**USE OF THE BLAIR CENTER (CONTINUED)**

Key Sign Out			
Date Checked Out		Signature	
Date Returned		Signature	

<i>For Office Use Only</i>	
<input type="checkbox"/> HVAC work order submitted	<input type="checkbox"/> Custodial request submitted
<input type="checkbox"/> Certificate of Liability Insurance attached	

<i>For Office Use Only</i>	
<input type="checkbox"/> HVAC work order submitted	<input type="checkbox"/> Custodial request submitted
<input type="checkbox"/> Certificate of Liability Insurance attached	

Name: \_\_\_\_\_ Blair Reservation Date: \_\_\_\_\_ Time range: \_\_\_\_\_

You have requested the use of technology for the Blair Center. Please note that NO computer is provided -- you must bring your own device. We do have a limited number of cables, adapters and other technology to borrow. If not indicated below, no cabling or adapters will be provided and hookup to our projectors/dsplays may not be possible.

Please indicate what you need below. (The number will be considered "one" unless you indicate otherwise.)

- |   |   |
|---|---|
| _____ HDMI cable  | _____ VGA Cable   |
| _____ Thunderbolt dongle for HDMI (MacBook Air)           | _____ Thunderbolt dongle for VGA (MacBook Air)                                    |
| _____ HDMI to mini HDMI cable (most Lenovo Yogas)         | _____ audio cable 3.5 mm  |
| _____ Wireless headset mic (for large presentation rooms) | _____ Wireless handheld mic (for large presentation rooms)                        |
| _____ Presenter clicker device                            | _____ Lanyard mic (for classrooms 101 and 102)                                    |
| _____ Handheld mic for classrooms 101/102                 | _____ AppleTV (for classrooms 101/102...comes with HDMI cable and AppleTV remote) |
| _____ Mini HDMI to VGA dongle (for most Lenovo Yogas)     | _____ Lapel mic   |
| _____ Wireless Camera (Fall 2018)                         | _____ Power Strips / Cord Reels   |

*Note the rooms themselves have the following projectors/dsplays:*

C-107-1: overhead projector, Smartboard

C-107-2: overhead projector, HDTV

Classroom 101: Smartboard

Classroom 102: Smartboard

While filling out this form, if you have any technical questions, please contact Adam Watson: 502-633-2376 or

[adam.watson@shelby.kyschools.us](mailto:adam.watson@shelby.kyschools.us).

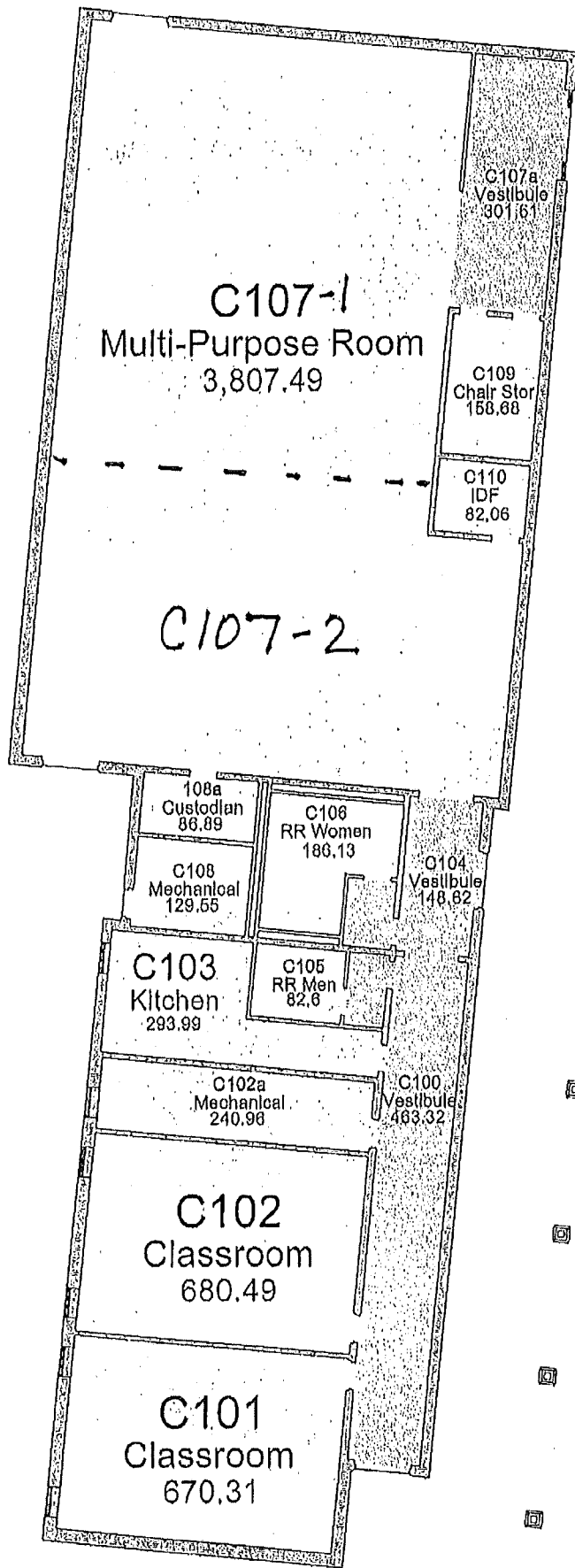
If you need tech assistance while at the Blair during office hours Monday-Friday, please contact Violet Duong: 502-633-4460 or

[violet.duong@shelby.kyschools.us](mailto:violet.duong@shelby.kyschools.us).

I understand that I will be charged for any borrowed technology lost or not returned in the same condition as I received it.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



Annex  
8,180 s.f.



**Southside Elementary Area C.**

Please make sure to complete this checklist and turn it in at the end of your rental in the wall tray near the front door. **Failure to turn in this sheet could result in penalties, including no longer being able to use the Blair Center.**

**Please verify the following before leaving:**

- If large side/small side of Blair used:* I shut down the audio/video system. Proof of this would be the screens rolling back up and the projectors are no longer on (verify no light is coming out of eye of projector).
- If classroom spaces were used:* I turned off all SmartBoards and the projectors are no longer on (make sure the button in the tray is lit up amber, NOT green).
- I returned any cables, dongles, etc. that I checked out back to the technician OR left it in the area the tech designated.
- I left the Blair in as good or better condition than I received:
  - Chairs and tables moved back.
  - Tops of tables are at least "quick wiped" and not left sticky/dirty.
  - Food, handouts, and garbage are disposed of in garbage cans.
  - No dirty dishes or utensils left in kitchen sink; anything used was washed and put away.
  - Nothing was left in fridge.
  - Coffee pots are emptied and turned off.
  - Whiteboards are wiped clean.
- I turned out all the lights (except emergency lights in the hallway).
- I made sure the outside doors are locked. Make sure to check the doors across from the restrooms.

By signing below, you attest to the above checked items.

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Print Name

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Signature

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Date