

**APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES**  
(Submit in quadruplicate. See reverse side.)

**FILE: KG-E-1**  
**Revised July 2018**

Organization making request (applicant): \_\_\_\_\_

Facility requested: \_\_\_\_\_ Specific area of the facility: \_\_\_\_\_

Requested: Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time-From: \_\_\_\_\_ To: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Admission charge or free-will offering? Yes \_\_\_\_\_ No \_\_\_\_\_

Proceeds to be used for: \_\_\_\_\_

Additional services needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Specify kinds of service needed \_\_\_\_\_

Additional electric power? Yes \_\_\_\_\_ No \_\_\_\_\_ Be specific \_\_\_\_\_

Facility available: (Signature of school principal or building manager) \_\_\_\_\_

**AGREEMENT FOR USE OF PUBLIC SCHOOL FACILITIES**  
(To be completed by applicant and sent to the supervisor of facilities)

This AGREEMENT is made \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_  
and the Board of Education of Allegany County for use of \_\_\_\_\_ on \_\_\_\_\_  
20\_\_\_\_, from (time) \_\_\_\_\_ to \_\_\_\_\_ (Including set up and take down).

In WITNESS WHEREOF the parties hereto execute this AGREEMENT

**Waiver of Legal Rights: I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Maryland; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. By signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights we might otherwise have, and that I have signed it knowingly and voluntarily.**

Estimated Cost of Facility	
Building: Auditorium \$ _____	/Session (4 hrs)
Gymnasium \$ _____	/Session (4 hrs)
Cafeteria \$ _____	/Session (4 hrs)
Kitchen \$ _____	/Session (4 hrs)
Classroom \$ _____	/Session (4 hrs)
Stadium _____	w/lights /Hour
Stadium _____	w/o lights /Hour
Other _____	
Labor \$ _____	/Hour as needed
Additional Costs \$ _____	
Total: _____	

Organization/Name of Person in charge of event or making request \_\_\_\_\_

Telephone number \_\_\_\_\_

Organization address to be billed \_\_\_\_\_

Signature of Organization Representative \_\_\_\_\_

Category \_\_\_\_\_ Additional labor hours \_\_\_\_\_

Request Approved: \_\_\_\_\_ Requested denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

**BOARD OF EDUCATION OF ALLEGANY COUNTY**

OPERATIONS OFFICE

Date \_\_\_\_\_



## **Board of Education of Allegany County**

108 Washington Street, P.O. Box 1724

Cumberland, Maryland 21502-1724

Telephone (301) 759-2000

**Mr. Jeffrey S. Blank**  
Superintendent

### **APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES**

(Submit in quadruplicate. See reverse side.)

Any applicant who is organized for and engaging in an activity at the school must provide the school principal or building manager with proof of liability insurance in the minimum amount of one million dollars (\$1,000,000). The Board of Education of Allegany County shall be named as an additional insured on such policy. The applicant shall submit a certificate of insurance upon application for use.

The applicant and his/her heirs, successors, assigns and personal representatives, hereby release and forever discharges the Allegany County Public Schools and its employees, Board members, agents, and representatives ("Releasee") from any and all liability whatsoever for any and all damages, losses or injuries (including death), s/he sustains to any person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my use of the facility and/or any travel incident thereto, except for such damages or injury as may be caused by the gross negligence or actual malice of Allegany County Public Schools employees, agents or representatives.

The applicant agrees to indemnify, defend and hold harmless the Allegany County Public Schools and its employees, Board members, agents, and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorneys' fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys' fees, which arise out of, occur during, or are in any way connected with my use of the facility or any travel incident thereto.

The applicant agrees to furnish adequate supervision for enforcement of all school and Board of Education policies and regulations. Reference is hereby made to policy KG and KG-R1-9 (Use of Public School Facilities) and KIA and KIA-R1 (Sexual Offenders).

Each applicant of a youth sports program hereby verifies that they have delivered concussion and head injury information to participants and their parents/guardians in accordance with the guidance on the CDC website (<https://www.cdc.gov/headsup>). Each youth sports applicant also affirms that he/she has received proof in the form of a written or electronic signature that all participants and their parent/guardians have received such information.

The applicant further agrees to provide supervision for the activity in sufficient time before arrival and after departure of participants or patrons.

Additional costs, where applicable, will be the responsibility of the applicant. The cost for the use of the facility will be computed on the application.

### **COMMUNITY USE OF SCHOOL FACILITIES – CHARGE PROCEDURE**

- A. A user of facilities will be responsible for the types of charges described in Table I. The rates associated with such types of charges are described in Table II.
- B. The total fee will consist of two elements as follows:
  1. A facility fee – Charges levied to offset costs of building operations and maintenance, and
  2. A labor fee – Charges levied to cover Board of Education personnel required to be present in the building during public use.
- C. When school facilities are used by a community group during an employee's normal working hours, no labor charge will be made. However, if, in the judgment of the principal, additional work is required in order for the employee to accommodate the user, labor charges will be levied for the number of overtime hours required.
- D. The facility and labor rates shown in Table II will be recomputed annually, as of July 1, based on the previous year's history of operation costs.
- E. Failure to meet previous obligations to the Board may warrant refusal of further use by the applicant.
- F. The superintendent of schools or his designee may waive fees and/or liability requirements under circumstances deemed to benefit the school system.