

Rental Application and Contract

Precise legal name of applicant organization: _____

Nature & objective of applicant organization: _____

Purpose for which use is requested: _____

Date(s) use is requested: _____ Hours of use: _____

School Facility Requested: _____

Description of room(s) needed (Number & type): _____

Other special facilities to be used: _____

- No special equipment, apparatus, or animals shall be brought into the building(s) or on school grounds without prior and specific authorization. List any items you request permission to bring, pending prior approval: _____
- The undersigned organization assumes full legal responsibility for any and all damage to school facilities, and/or grounds, resulting from their use by this organization or body. The undersigned organization, or body, further agrees to abide by the rules and regulations governing the use of school facilities, and shall be responsible for the conduct of persons using the facility.
- The undersigned representative of the applicant organization hereby guarantees compliance with and performance of and payment for all responsibilities and liabilities of the organization under the preceding paragraph.
- The organization will announce and assure that there will be NO use of any tobacco products in any facility at any time.

TOTAL RENTAL FEES DUE FOR THIS REQUEST: \$ _____

Precise Legal Name of Organization

Signature of Organization Representative

Organization Mailing Address City, State and Zip Code Phone Number

Principal

Superintendent

Signature of School Personnel in Attendance at Event
(Responsible for Compliance of Policy/Procedure)

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**RELEASE AND INDEMNITY AGREEMENT
Morgan County Board of Education
155 University Drive, West Liberty, KY 41472**

In consideration of receiving permission from the Morgan County Board of Education to use a facility/facilities, and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the undersigned hereby releases the Morgan County Board of Education, its board members, superintendent, administrators, insurers, agents and employees of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be caused or suffered by the undersigned and its/their agents, employees, invitees, officers, servants and assigns while in attendance at the above-mentioned facility/facilities or upon any premises owned by, leased to, sanctioned by, or under the control or supervision of the Morgan County Board of Education.

In addition, the undersigned hereby agrees to indemnify, defend and hold harmless the Morgan County Board of Education, its board members, superintendent, administrators, insurers, agents and employees from any and all liabilities, damages, losses, expenses, demands, claims, suits or judgments, including reasonable attorneys fees, and expense in any way related to the use and/or of the participation of the undersigned, its/their agents, employees, invitees, officers, servants and assigns in the use of and attendance at the facility/facilities. The undersigned's obligation to indemnify, defend and hold harmless shall survive the expiration or earlier termination of this agreement.

The undersigned further states that he/she has read and understands the foregoing release and indemnity agreement and is authorized to sign this release on behalf of his/her organization and acknowledges that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity.

NOTE: Inflatables are not covered by our insurance. If you rent inflatables, the company MUST demonstrate adequate liability insurance coverage (one million dollars or more) and produce a certificate naming the Morgan County School Board of Education as an additional insured.

Date

Signature of Authorizing Agent

Official Name of Organization (If applicable)

Address of Organization (If applicable)

Phone/Fax

Review/Revised:12/17/2012