

Jefferson County Public Schools  
**Facility and Grounds Use Application**

School Requested: \_\_\_\_\_

Organization Applying: \_\_\_\_\_ **For-Profit Organization?  Yes  No\***  
*\*If NO Organization must submit a 501C3 (non-profit) form as proof with application.*

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Applicant's email: \_\_\_\_\_

**Facilities Requested**

Note: Application must be submitted at least  
 15 days prior to the event start date for approval.

Date	Day	From	To	Room/Area
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

**Application is only good for dates and times indicated above.**

**Read carefully.**

**A. Users may be charged a user fee for the use of the facility. Charges are determined by the room(s) rented and how many hours of overtime & custodians are used for an activity. If you have questions regarding overtime charges, please discuss with the building principal or call the real estate department at 485-3313.**

**B. An approved application for facility use is only valid if signed by the building principal and the designated real estate department personnel. Must be turned in at least 15 days in advance.**

**C. NO SMOKING, ALCOHOLIC BEVERAGES, DRONES, FIREWORKS, BOUNCER EQUIPMENT OR DRUGS ARE PERMITTED ON PROPERTY.**

1. This activity is for:  JCPS Students Only  Adults  
 Other (please specify) \_\_\_\_\_
2. Activity for which facility is requested (Check appropriate boxes.)
- |   |  |
|---|--|
| <input type="checkbox"/> Athletic or Recreation   | <input type="checkbox"/> Social Function                   |
| <input type="checkbox"/> Instructional Class      | <input type="checkbox"/> Fundraiser                        |
| <input type="checkbox"/> Performance or Rehearsal | <input type="checkbox"/> Enrichment or Educational Program |
| <input type="checkbox"/> Organization Meeting     | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Government Agency        | _____  |
| <input type="checkbox"/> Camp                     | _____  |

**Describe Activity:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Will admission be charged?  Yes  No
4. Will the kitchen be used?  Yes  No
5. Special Needs?  Yes  No
6. Certificate of Insurance (required) is included.  Yes  No
7. Equipment Needed: \_\_\_\_\_  
 \_\_\_\_\_

**Number of custodians needed:** \_\_\_\_\_

By signing below, applicant agrees to all additional terms and conditions of use as set forth below and on the following page, which are hereby incorporated herein by reference as though set forth in full. You should read these terms carefully. Your signature on this application signifies you have read and agree to all such terms and conditions. If application is approved, applicant agrees to assume total liability for all damages or injury to persons or property arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the approved facilities.

**See Terms and Conditions on page 2 and insurance requirements on page 3.**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**Facilities are available as requested.**

The above is hereby authorized to use the facility and grounds specified.

\_\_\_\_\_  
 Building Principal's Signature/Date

\_\_\_\_\_  
 Designated Real Estate Signature/Date

Requested School: \_\_\_\_\_

## Terms and Conditions of Application

If approved use of the facility, applicant, by signing this application, agrees as follows:

- Facilities will not be available for uses that the staff determines are not consistent with school purposes or district policies and regulations or that may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility.
- All uses and users must comply with established Jefferson County Board of Education policies concerning nondiscrimination and use of facilities. No alcohol, drugs, or smoking are permitted on the property. All meetings shall be open to the public. Meetings may not be secret, closed, or exclusive. If a fee is charged, anyone who pays the fee must be admitted.
- **No use of building space will be permitted without the presence of a district employee.** That is, groups will not be allowed in a building when it is closed and otherwise unoccupied. **NO ADULT PLAY WILL BE ALLOWED IN JCPS FACILITIES.**
- The applicant or any user shall not assign or sublet the facility or any part of the facility to any other user. Applicant and any user shall be responsible for using the facility for the purpose described in the Facility and Grounds Use Application Form.
- In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.
- The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building principal or the principal's designee. Kitchen equipment will not normally be available. If the principal or the principal's designee does grant the use of some kitchen facilities, the use shall require that a Jefferson County Public Schools (JCPS) food service employee be in attendance during the use of any such equipment and all costs and expenses incurred by the district in providing for such employee shall be borne by the user.
- **The district will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.**
- Use of special lighting in the high schools is handled through the drama or music department. Applicants or users should make separate arrangements with the principal or the principal's designee for any such stage lighting, which shall be provided only at the discretion of the principal or principal's designee. Likewise, separate arrangements may be necessary with regard to use of any other equipment, items, space, or personal property of the district.
- The school district, its Board Members, and its employees shall have no responsibility for any property brought onto or placed in the facilities by the applicant or any user.
- Applicant agrees to hold harmless, indemnify, and defend the Jefferson County Board of Education, its board members, agents, and employees, for all damage to the approved facilities and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the applicant himself, arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the facilities.
- **A CERTIFICATE OF LIABILITY INSURANCE WILL BE REQUIRED FROM ALL ORGANIZATIONS. See page 3 for details.**
- **If applicant is a for-profit organization, the organization must be registered with the Louisville Metro Revenue Commission. For profit organizations are only allowed the use of JCPS properties for before or after school enrichment activities for students. All others will be denied use.**
- All charges for use of buildings or grounds are to be paid **only** to the Treasurer of JCPS through the Real Estate Department. **Under no circumstances is anyone else to be paid.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Scan/email completed form with applicant & building principal signatures for final JCPS approval to: [currie.masonwehby@jefferson.kyschools.us](mailto:currie.masonwehby@jefferson.kyschools.us).

Questions? Call 485-3313

**BOARD OF EDUCATION OF JEFFERSON COUNTY, KY**  
**CERTIFICATE OF INSURANCE REQUIREMENTS**

The Individual/Vendor/Organization shall furnish a certificate of insurance in accordance with the requirements set forth in this document. Complete policy number and inception/expiration dates must be included. The Individual/Vendor/Organization agrees that required insurance shall not be cancelled or allowed to lapse during the term of any contract without prior written notification to Jefferson County Public Schools.

The certificate of insurance shall name Jefferson County Public Schools as additional insured in the Description of Operations section of the Certificate of Insurance which shall read:

Board of Education of Jefferson County  
Attn: Insurance/Real Estate Dept.  
3332 Newburg Road  
Louisville, Kentucky 40218

**INSURANCE REQUIREMENTS:**

The insurance required shall be written for no less than the following limits or greater if required by law:

- 1. Workers Compensation:**
  - a. State Statutory
  - b. Applicable Federal (e.g. Longshoreman's) Statutory
  - c. Employer's Liability \$100,000.00
  
- 2. Comprehensive or Commercial General Liability** (including Premises-Operations; Independent Contractor's Protection; Product Liability and Completed Operations; Broad Form Property Damage):
  - a. General Aggregate (Except Products-Completed Operations) \$2,000,000.00
  - b. Products-Completed Operations Aggregate \$2,000,000.00
  - c. Personal/Advertising Injury (Per person/organization) \$1,000,000.00
  - d. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000.00
  - e. Limit per Person Medical Expense \$ 5,000.00
  - f. Exclusions of Property in Contractors Care, Custody or Control will be eliminated.
  - g. Property Damage Liability Insurance will provide coverage for explosion, collapse and underground damage.
  
- 3. General/Commercial Liability: JCPS must be listed as additional insured.**
  - a. General Aggregate: \$2,000,000.00
  - b. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000.00
  
- 4. Automobile Liability: (Commercial Vehicles)**
  - a. Bodily Injury \$ 20,000.00
  - b. Property Damage (Combined single limit) \$ 1,000,000.00
  - c. Commercial bus vehicles (Combined single limit) \$10,000,000.00
  
- 5. Professional Liability/Errors & Omissions** (for architectural or construction management services)
  - a. Per occurrence \$1,000,000.00
  - b. Annual aggregate \$2,000,000.00
  
- 6. Cyber:** \$5,000,000.00  
If the individual/vendor/organization has no PII for the students or staff the cyber insurance is not required.

Questions? Please call 485-3313 or email [currie.masonwehby@jefferson.kyschools.us](mailto:currie.masonwehby@jefferson.kyschools.us)