

BUILDING USE REQUEST



Please check the building calendars for room availability:

<http://www.knoxcc.org>

Contact: Shawn Kendall (740.393.2933) or skendall@knoxcc.org for scheduling questions.

Attention: The BUILDING USE REQUEST is cancelled if the school is closed for any reason.

Please refer to local radio station WMVO and television stations NBC (4), WSYX (6), and WBNS (10) for school closings.

ORGANIZATION INFORMATION		
Organization's Name:		Today's Date:
Contact Person:	Phone:	Ext:
Address:		
City:	OH	ZIP Code:
Email:	Expected Attendance:	
FAX:		
Liability Insurance Coverage (Required) : <input type="checkbox"/> Yes <input type="checkbox"/> No Maximum Amount: \$		

BUILDING/ROOM/DATE/TIME
Date(s) of meeting/activity:
Nature of meeting/activity:
BUILDING NUMBER: (check one) <input type="checkbox"/> #1 - KCCC High School <input type="checkbox"/> #2 - Adult Education <input type="checkbox"/> #3 - 1481 Yauger Road <input type="checkbox"/> #4 - KCCC Gym
BUILDING ROOM NUMBER(S):
Time(s) Needed: From _____ To _____ <i>(Please specify AM/PM)</i>

Special Setup Needs: *(Please specify projector, laptop, microphone, Internet, tables, chairs, other. Attach separate sheet for diagram if desired).*

FACILITY FEES		
<i>For the purpose of determining the charges to be made for the use of school facilities, the following categories of users shall be recognized:</i>		
We are:	Category	Description
	1	Recognized student clubs or adult groups at the Career Center; governmental meetings held by official government agencies. (Does not include Gymnasium).
	2	Nonprofit, incorporated civic, service, church, schools or charitable organizations within the district holding meetings or activities (Flat-rate fee of \$25 for 2 hours or less; Flat-rate fee of \$50 in excess of 2 hours per each area of the building in use (includes outside areas)
	3	Commercial, public or private organizations when admission is free and no collection is taken (see table below)*

Note: Non-school youth organizations using the facilities must be supervised by an adequate number of adult sponsors, as determined by administration, to assure the proper care and use of school property.

Payment required before date of room usage (Visa, MasterCard, Cash, Check, or Money Order)

Fees payable to: Knox County Career Center, Attn: Treasurer's Office

306 Martinsburg Road, Mount Vernon, OH 43050

(Please indicate your choice)

Room	Category	(Check one) Rate Per Hour
Cafetorium (#1 KCCC High School)	3	<input type="checkbox"/> \$ 45.00
Seminar Room #28 (#2 Adult Education)	3	<input type="checkbox"/> \$ 45.00
Auditorium #109 (#3 1481 Yauger Road)	3	<input type="checkbox"/> \$ 45.00
Gymnasium (#4 KCCC Gym)	3	<input type="checkbox"/> \$ 45.00
Lab	3	<input type="checkbox"/> \$ 65.00
Classroom	3	<input type="checkbox"/> \$ 25.00
Conference Room	3	<input type="checkbox"/> \$ 25.00

CONTINUED ON BACK

***Please Note:** With the Superintendent's and/or Director's approval the above rates may be adjusted to promote school-community relations. All weekend usage may require a custodian to be scheduled. If a custodian is scheduled there will be an additional charge of \$25.00 per hour for up to 100 people and \$50.00 per hour for over that amount. If food service is desired, a separate contract with our Cafeteria Manager will be negotiated.

KNOX COUNTY CAREER CENTER RENTAL CONTRACT AGREEMENT (Please initial/sign below)

It is understood that KCCC activities have preference over outside activities in using the school buildings/facilities and this request is subject to cancellation if the requested facility is needed for a school activity.

We have reviewed and executed the attached "Use of Gymnasium and Exercise Facilities Release Form," indicating that we understand we are responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of alcohol, tobacco or controlled substances in the school building.

The applicant(s) has received a copy of the COMMUNITY USE OF SCHOOL PREMISES _____ (initials)

The applicant(s) has received, signed, and returned the USE OF GYMNASIUM GUEST RELEASE FORM (if applicable) _____ (initials)

All rental and other fees are payable in advance and checks are to be made payable to the Knox County Career Center. A deposit of 50% may be requested to secure the facility with the entire rental cost paid-in-full before the scheduled activity. Any costs incurred for damages or any other expenses incurred by the KCCC as a result of the activity will be due and payable upon receipt of an invoice detailing expenses.

CANCELLATION:

If at any time prior to the event, the KCCC or the Individual/Organization may cancel this contract giving at least a 72-hour notice prior to the activity. Any money received toward the cost of the rental agreement will be refunded to the individual or organization at the next check writing cycle of the KCCC Treasurer's Office.

Name of Organization/Group:
Signature – Contact Person or Person responsible for contract: _____ Date: _____
Signature – Building Use Representative: _____ Date: _____

APPROVAL ROUTING:

	KTC Director	KCCC Director	KCCC Superintendent	Board Approval (if applicable)
Date:				
Initials:				

Distribution: ORIGINAL: HS Front Office Secretary • COPY & INSURANCE: AE Building Use Representative • COPY: Originator