



BROOKE COUNTY SCHOOLS



APPLICATION FOR USE OF SCHOOL FACILITIES

DATE _____

ORGANIZATION REQUESTING USE

IS THIS ORGANIZATION BASED IN BROOKE COUNTY ____ YES ____ NO

PERSON SUBMITTING REQUEST

CONTACT INFORMATION- MUST BE COMPLETE

NAME _____ PHONE NUMBER _____

EMAIL ADDRESS _____

ADDRESS OF APPLICANT/ RESPONSIBLE PARTY

STREET _____ CITY _____ STATE _____ ZIP _____

EVENT INFORMATION

A completed form MUST be filled out for each event

DATE REQUESTED _____ START TIME _____

END TIME _____

PURPOSE OF EVENT

INSURANCE INFORMATION

INSURANCE COMPANY _____

CONTACT NAME _____ CONTACT NUMBER _____

****APPLICATIONS WILL NOT BE PROCESSED WITHOUT INSURANCE CERTIFICATE
ATTACHED****



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FACILITY REQUESTED (SEPARATE FORM **MUST** BE COMPLETED FOR EACH FACILITY

SCHOOL BUILDING

BHS _____ BMS _____ BIN _____ BIS _____ BPN _____ BPS _____

NON-ATHLETIC FACILITIES

All Non-Athletic Facilities a \$500 fee per event except where listed separately.

AUDITORIUM _____ (\$1000/ day)

ALL PURPOSE AREA _____ LECTURE ROOM _____ LIBRARY _____ CAFETERIA _____
OTHER _____

ATHLETIC FACILITIES

Athletic Facility Fees are \$1000 per season + \$500/ event unless listed separately

GYMNASIUM _____ (Primary/ Intermediate \$250) (Middle School \$500)

POOL _____ **RENTAL FOR SANCTIONED TEAMS/ EVENTS ONLY**

STADIUM _____ BASEBALL FIELD _____ TRACK _____ SOFTBALL FIELD _____

WRESTLING ROOM _____ SOCCER FIELD _____ TENNIS COURTS _____

**ALL EVENTS SCHEDULED OUTSIDE OF NORMAL BUSINESS HOURS REQUIRE
CUSTODIAL STAFFING**

**THE GROUP REQUESTING THE FACILITY WILL BE RESPONSIBLE FOR ANY
PERSONNEL EXPENSES WHEN REQUIRED**

THIS MAY INCLUDE, BUT NOT LIMITED TO:

WEEKENDS AFTER 2pm- HOLIDAYS AT ANY TIME- WEEKDAYS AFTER 7- NON-SCHOOL
DAYS AFTER 3pm

AND ANY DAY THAT ADDITIONAL CUSTODIAL STAFFING IS NEEDED BASED ON THE SIZE
OF THE EVENT OR TIME OF DAY

**** IF STAFF IS REQUIRED TO OPEN/ CLOSE BUILDINGS OR FACILITIES, THE
REQUESTING GROUP WILL BE RESPONSIBLE TO PAY THE PERSON(S) ASSIGNED TO
SUCH DUTIES****



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**PLEASE SEND ALL COPIES OF THIS APPLICATION FORM TO THE
ATHLETIC OFFICE FOR PROCESSING.**

A COMPLETED COPY WILL BE RETURNED TO YOU.

SIGNATURE OF APPLICANT/ RESPONSIBLE PARTY

DATE

RECOMMENDED _____

DENIED _____

AUTHORIZED COUNTY SIGNATURE _____

BOARD APPROVAL DATE _____

TOTAL FEES DUE UPON APPROVAL _____ (checks payable to Brooke County Board of Education, Attn: Deidra Parr, CSBO, 1201 Pleasant Avenue, Wellsburg, WV 26070).

****CUSTODIAL/ STAFFING FEES WILL BE BILLED AFTER COMPLETION OF EVENT***

NOTICE TO REQUESTING ORGANIZATIONS

1. Prior to the execution of this request, the requesting organization must furnish to the principal/designee a current insurance certificate which shall name the Brooke County Board of Education as an additional insured party and stating that the requesting organization is insured for the responsibility and liability coverage of not less than \$2,000,000.

2. The requesting organization agrees to indemnify and render the Brooke County Board of Education harmless and defend the Brooke County Board of Education, its agents, servants and employees from and against any and all claims, damages, injury, loss and expense. This indemnification shall include, without limitation, attorneys' fees and expense of litigation, arising out of or in any manner resulting from the activities conducted by the requesting organization, whether the same arises from the condition of the premises or the equipment to be used, even though such damages, injuries, loss or expense are attributable to the joint, concurrent or contributory negligence of the Brooke County Board of Education, its agents, servants or employees unless they are attributable to the sole negligence of the Brooke County Board of Education.

3. The requesting organization agrees not to sublease the property of the Brooke County Board of Education without the written permission of the Brooke County Board of Education.

4. The requesting organization has read and agrees to comply with the Brooke County Board of Education's Policy – **Brooke County File: 7510A- Use of District Facilities**