

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM****Application for Use of School Facilities and Agreement Form**

To be completed by Applicant

School Facility Requested		Date(s) of Use Requested:	
Space Requested: <input type="checkbox"/> Gymnasium <input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Grounds	Time to Enter:  Time to Leave:	Admission Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: Adult \$ _____ Student \$ _____ Child \$ _____ Other \$ _____	
Name of Group or Organization		Number in Group	Charity Benefit: <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Charity _____
Contact Person: _____ Telephone Number: _____ Email: _____		Percent of Proceeds Given to Charity _____	
Type of Activity	Billing Address:  City _____ State _____ Zip _____		

I DO HEREBY AGREE THAT I WILL BE RESPONSIBLE FOR THE PROPER USE OF THE FACILITIES INDICATED ABOVE AND AS OUTLINED IN THE "GUIDELINES FOR THE USE OF SCHOOL FACILITIES", WILL ACCEPT THE CONDITIONS AND REGULATIONS STATED ON PAGE TWO OF THIS FORM AND WILL PAY ALL APPROPRIATE FACILITY CHARGES UPON RECEIPT OF INVOICE. I AM ENCLOSING THE REQUIRED \$1,000 CASH BOND AND UNDERSTAND THAT IT WILL BE RETURNED UPON SATISFACTORY INSPECTION OF FACILITIES BY THE PRINCIPAL. IF APPLICABLE, I HAVE ENCLOSED A CERTIFICATE OF INSURANCE AS OUTLINED BELOW.

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Waiver of Bond Requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will kitchen be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicable Facility Charges	Hours	Rate
Rent* <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	\$ _____
Custodial Services* <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Cafeteria Worker(s)* <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	

\*Note: The Business Office will invoice you for the actual charges incurred.

Prepay Customer-rent only\* (determined by CMCSS) ☐ Yes ☐ No

Prior to using school facilities, groups not directly related to the school program must provide a certificate of insurance indicating liability coverage in the amount of at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate. This certificate must reflect the Clarksville-Montgomery County School System as the certificate holder and as an additional insured for the duration of the group's use of the facility as specified above. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance. You may obtain this insurance from any insurance agent of your choice.

Approval of Principal _____	_____
Approval of Child Nutrition Director _____	_____
Approval of Director of Schools/Designee _____	_____

Distribution of Copies: Original-School Support Coordinator  
Copy to: Principal, Child Nutrition Office, Organization

### Conditions Governing Use of School Facilities

- a. An employee of the school system must be on duty whenever an organization or group uses a building.
- b. No facility will be used for commercial or personal gain.
- c. No facility will be used for any fundraising activity unless the proceeds are for approved charitable, educational, character-building, or other community welfare purpose.
- d. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed. Facilities may be opened for scheduled activities when permission is granted by the Director of Schools or designee in consultation with the Principal/Building Administrator.
- e. Private individuals or family affairs will not be permitted to use school facilities.
- f. No group will, under any circumstances, tamper with any electrical or heating/cooling controls.
- g. Organizations permitted to use the school facilities shall observe all regulations prohibiting the use of tobacco products or the use or sale of alcoholic beverages on school premises.
- h. The Principal/Building Administrator will require groups to post a cash bond of \$1,000.00 to cover any damages that might be done to any property, equipment or grounds.
- i. Use of the school facilities shall not be permitted during the regular school day under any conditions if it in any way interferes with the instructional program.
- j. Any luncheon, dinner or banquet prepared in a school kitchen will be approved by the Principal and Director of Child Nutrition, and will be under the supervision of one of the regular cafeteria workers. No kitchen will be used unless approved by the Director of Child Nutrition.
- k. The person in charge of the activity shall be responsible for the conduct of persons attending a meeting in a school facility or using school grounds, and shall see to it that activities are confined to the areas covered by the Application for Use of School Facilities and Agreement Form (BUS-F001).
- l. Facilities must be left clean and ready for use for the next day of school following the activity. All groups which use school facilities shall be held responsible for any damage or loss incurred as a result of their use. Any damages accessed will be in addition to the rental fee.
- m. Groups applying to use the school facilities for activities not directly related to the school program shall be required to provide, prior to such usage, a certificate of insurance indicating liability coverage in the amount of at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate. Such certificate must reflect the Clarksville-Montgomery County School System as the certificate holder, and must indicate that **CMCSS has been added as an additional insured for the duration of the group's use of the facility as specified in the application. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance.**

### CMCSS Safety Information for Third Party Facility Users

Weather events, fire, accidents, intruders and other threats to safety are scenarios that are planned and trained for by students, teachers, staff and administration. We allow the use of our facilities by third parties, and provide the below general information regarding CMCSS responses. CMCSS will make every effort to notify third party users of our facilities during these events if our staff is notified, available, and can safely do so. There will be times that facilities are in use by third parties and no administration is at the facility to communicate or provide guidance in these scenarios.

All third party uses of CMCSS Facilities/ Property must develop their own plan for the four major response actions below.

#### CMCSS Standard Response Protocol overview

Our emergency management plan functions on these four actions: *Lockout, Lockdown, Evacuate and Shelter-In-Place*.

In the event of an emergency, the action and appropriate direction may be called on the intercom if office staff is present.

**LOCKOUT-** means "Secure the Perimeter" (outside threat)

**LOCKDOWN-** means "Locks, Lights, Out of Sight" (inside threat)

**EVACUATE-** means "Move to the Announced Location"

**SHELTER-IN-PLACE-** means "For a Hazard Using Safety Strategies"

#### Training

Please take a moment to review these actions with your program participants. It is also required that you drill these responses with your participants.

**LOCKOUT means "SECURE THE PERIMETER" (outside threat).** Lockout is called when there is a threat or hazard outside of the school building.

If the building is accessible, participants should return to inside of building; follow all CMCSS staff instructions if present. If the building is not accessible participants should seek other shelter.

**LOCKDOWN means "LOCKS, LIGHTS, OUT OF SIGHT" (inside threat).** Lockdown is called when there is a threat or hazard inside the school building.

Participants should move away from sight and maintain silence.

**EVACUATE means "MOVE TO A LOCATION".** Evacuate is called to move participants from one location to another. Sample evacuations include fire.

**SHELTER means "FOR A HAZARD USING SAFETY STRATEGIES".** Shelter is called when the need for personal protection is necessary. Sample hazards include tornado and hazmat threats.

*This information is shared with you from the CMCSS Safety and Health Department. For further information, please contact us at (931) 920-7836.*

#### Hold Harmless Agreement

The group or organization shall protect and save harmless the Clarksville-Montgomery County School System against any loss or payment by virtue of any claim or suit for damages or otherwise against the Clarksville-Montgomery County School System arising out of the use of school facilities and/or equipment by the group or organization, their agents, employees, invitees and other persons on the premises due to their utilization of the facility. The group or organization also bind and obligate themselves to pay all costs of investigation, defense and other matters and things necessary to the defense of any claim, action or suit against the Clarksville-Montgomery County School System arising out of the foregoing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant