

1. School activities have priority for the use of any building — this applies even in cases where groups have requested the use of the building several weeks in advance.
2. School buildings and grounds or portions thereof may be used for auxiliary, educational, recreational, cultural, and such other purposes as promote the welfare of the community.
3. School facilities may not be used for private profit.
4. Groups or individuals requesting to use school facilities must make application through the principal and have approval of the Superintendent prior to the date of use.
5. The principal or principal's designee must be on duty in the building at all times during the period of use.
6. The holder of an approved application to use school facilities may cancel the agreement by giving the principal or the Superintendent notice at least twenty-four hours in advance of the date scheduled to be used. Otherwise, the group will be held responsible for all charges.
7. When use of the school building involves use of food service facilities, the manager or a member of the food service staff designated by the manager shall be paid for this service. **Food service personnel and custodians shall be present and shall be paid** per hour for the time they are on duty when the building facilities are used by organizations. Both the cafeteria personnel and custodian shall be paid directly by the organization.
8. Procedure for payment for use of school facilities shall be as follows:
  - a. Community, governmental, or political groups:
    - (1) Shall pay directly to the required school personnel (custodian, food service workers) the hourly rate on the approved fee schedule if a fee is not charged to persons attending the activity;
    - (2) Shall pay to the Board of Education the approved fee and shall pay directly to the required school personnel (custodian, food service workers) the hourly rate on the approved fee schedule if a fee is charged to persons attending the activity.
  - b. All other groups shall pay to the Board of Education the approved fee and pay directly to the required school personnel the hourly rate on the approved fee schedule.
  - c. All payments to the Board of Education shall be made payable to the Knox County Board of Education and should be received in the Business Office no later than forty-eight hours after the date of use.
9. While in use, school buildings shall have ALL EXITS UNLOCKED and Fire Prevention Regulations shall be strictly enforced.
10. At the conclusion of the activity, the user of the facility will notify the principal or his/her designated school employee.
11. The holder of an approved application to use grounds, equipment, or space in a school building shall agree to observe the following rules and regulations of the Board of Education.
  - a. To exercise the utmost care in the use of school premises.
  - b. To make good any damage arising from the occupancy of any portion of the school premises.
  - c. To hold the Board of Education blameless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the organization.
  - d. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present.
  - e. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on school property. Use of tobacco within the building is not permitted.
12. The principal and the Superintendent reserve the right to determine the need and the number of uniformed officers to be on duty for school, community, and non-school related activities. Officers shall be selected from the group commissioned by the Sheriff and directed by the Knox County Schools' Safety Officer.
13. The principal and the Superintendent reserve the right to cancel the use of the school facility at any time due to an emergency.
14. Specific Regulations:
  - a. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board of Education.
  - b. The use of the facilities by a religious group for instructional and/or religious purposes is restricted to temporary situations, and the group must show definite effort and progress in obtaining and/or providing its own facilities as quickly as possible.
  - c. Should a religious organization request to use school facilities for a not-for-profit activity other than instructional and/or religious nature, it will be treated as other community organizations.
  - d. The Board of Education will approve and periodically review use and a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, or religious groups.
15. Recreation Bureau Use of Gymnasiums
  - a. School gymnasiums will be released to the Recreation Departments of Knox County and Knoxville City for scheduled practice and games after mutually satisfactory agreement has been reached between the school principal and the Recreation Bureau representative as to:
    - (1) Evenings to be used
    - (2) Adequate supervision
    - (3) Rates of pay for all supervisory and custodial services
    - (4) Any other matters as may be required in order to protect school property and to serve the program of the Recreation Bureau.
  - b. The Recreation Bureau shall furnish to the school principal and to the Superintendent's office a schedule of all games and practices for which they intend to use the school gymnasium.

**Fee Schedule For Use of School Facilities Effective August 1, 1994**  
**(Approved by Board on August 10, 1994)**

I. Charges for use of <u>Auditoriums, Gymnasiums, Cafeterias</u> for <u>all</u> schools	\$35.00/hour maximum \$100.00/day maximum \$250.00/week	III. Per Shop at Vocational Centers per hour per use	\$40.00
II. Per Classroom or Single Flattop or Other Areas	for use \$25.00/hour maximum \$100.00/day maximum \$250.00/week	IV. Per Kitchen per hour for use	\$25.00
1-5 classrooms	\$50.00/hour maximum \$150.00/day maximum \$250.00/week	V. Rate per hour for Custodian or Food Service Worker (minimum 2 1/2 hours)	\$9.25
6-10 classrooms	\$100.00/hour maximum \$200.00/day maximum \$250.00/week	VI. Rate for Food Service Manager per hour	\$12.50
11-15 classrooms	\$150.00/hour maximum \$300.00/day maximum per week N/A	VII. Rate for Security per hour (minimum 2 hours)	\$8.00

**This fee schedule applies to all non-school activities.**

**KNOX COUNTY SCHOOLS**  
**FACILITY PERMISSION APPLICATION**  
**FOR USE OF SCHOOL GROUNDS AND PHYSICAL FACILITIES**

School Name \_\_\_\_\_ Application Date \_\_\_\_\_

Date(s) Building/Grounds is to be Used \_\_\_\_\_ Time to Enter Building/Grounds \_\_\_\_\_

Time to Leave Building/Grounds \_\_\_\_\_ Section(s) of Building/Grounds to be Used \_\_\_\_\_

Name of Group/Lessee Knoxville Track Club Number in Group \_\_\_\_\_

Type of Group:  School Group  Personal Use  Community Group  Governmental Group  Religious Group  
 Athletic Group  Scouting Group  Political Group  Other: specify Non-Profit 501 (c) 3

Charge to Participants: \$ 13.00 Donations Accepted?  Describe your proposed activity 8 Week Cross Country Program for kids grades 5-8

**Checklist of Needs**

- |  |   |
|--|---|
| <p>1. Special equipment needed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Audio-visual equipment</li> <li><input type="checkbox"/> Public address system</li> <li><input type="checkbox"/> Scoreboard controls</li> <li><input type="checkbox"/> Kitchen equipment</li> <li><input type="checkbox"/> Other (Please list) _____</li> </ul> <p>2. Custodial Services:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open building/stadium</li> <li><input type="checkbox"/> Close building/stadium</li> <li><input type="checkbox"/> Time for extra clean-up needed</li> <li><input type="checkbox"/> Custodial time needed to set up</li> </ul> | <p>3. <input type="checkbox"/> Cook needed: _____</p> <p>4. <input type="checkbox"/> Other special school personnel needed: _____</p> <p>5. <input type="checkbox"/> Accommodations needed for the disabled: _____</p> <p>6. <input type="checkbox"/> Administrator needed: _____</p> <p>7. <input type="checkbox"/> Security needed: _____</p> |
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**PROPER LIABILITY INSURANCE IS REQUIRED OF ALL GROUPS GIVEN APPROVAL TO USE SCHOOL FACILITIES, EXCEPT WHERE COVERAGE IS ALREADY PROVIDED BY THE BOARD OF EDUCATION. SUBMIT LIABILITY CERTIFICATE WITH APPLICATION.**

I do hereby agree that I will be responsible for the proper use of the school building or section of the building indicated above; and that if there are any damages occurring from this use, I will be responsible for payment of such damages. I also agree to pay the Board rental fee. I have read the rules and regulations listed on the back of this sheet and agree to follow these. **Please send check to: Knox County Schools, c/o Walter Mencer, P.O. Box 2188, Knoxville, TN 37901.** Custodial fee is to be paid directly to custodian.

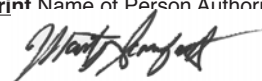
**HOLD HARMLESS CLAUSE**

1. Marty Sonnenfeldt KTC hereby releases the  
Lessee / Organization  
**Knox County Board of Education from any and all liability arising from its use and occupancy of the school facility based upon negligence, premises liability or any actual or alleged violation of local, State or Federal law.**

2. The lessee/organization shall hold the Knox County Board of Education harmless for any claims made against the Knox County Board of Education arising from the use and occupancy of the school facility by a member, person in attendance or any third party. The lessee/organization shall further defend and indemnify the Knox County Board of Education for any claim made against the Knox County Board of Education arising from the use and occupancy of the school facility based upon negligence, premises liability or any actual or alleged violation of local, State or Federal law.  
XX  
 (If facility use is by an organization or corporation)

3. The undersigned hereby certifies that he/she has legal authority to bind the Knoxville Track Club  
Organization to this Agreement and has been authorized to execute this Agreement on behalf of same.

Marty Sonnenfeldt  
 Please **Print** Name of Person Authorized/Responsible for Arrangements

  
 Signature of Person Authorized/Responsible for Arrangements

PO Box 7175  
 Address of Person Above

Knoxville, TN 37921  
 City/State/Zip Code of Person Above

865-406-4128  
 Telephone Number

\_\_\_\_\_  
 Signature of Principal

\_\_\_\_\_  
 Date Approved by Principal

\_\_\_\_\_  
 Signature of Superintendent's Designee/Date

 / 8/1/09  
 Signature Date

FOR OFFICE USE ONLY	
Board Rental Fee: \$ _____	
Custodian Fee: \$ _____	Cafeteria Personnel Fee: \$ _____
Security Personnel Fee: \$ _____	Payment Made By _____
Vocational Use: \$ _____	Kitchen Use: \$ _____
Classroom/Flattop Use/Other Areas: \$ _____	
Check # _____	Amount Paid: \$ _____
Damages Noted After Event _____	
Review Date _____	