

BUILDING AND GROUNDS CONTRACT

APPLICANT COMPLETES THIS SECTION:

1. Name of Applicant (Contact Person) \_\_\_\_\_ Date \_\_\_\_\_
2. Address \_\_\_\_\_ Phone Number \_\_\_\_\_
3. Name of Organization \_\_\_\_\_
4. Request Use of \_\_\_\_\_ At \_\_\_\_\_ School  
Room/Area
5. For \_\_\_\_\_ From \_\_\_\_\_ Until \_\_\_\_\_ Total # of Sessions \_\_\_\_\_  
(Date/s) (Time) (Time)
6. Will money be involved in any way? If so, how? \_\_\_\_\_
7. Description of activity \_\_\_\_\_
8. Use Category:  School-Sponsored  School-Related  Recreation & Parks  
 Business/Recreation  Non-School-Related
9. Will additional heat, ventilation, or air conditioning be required during normally unoccupied times? Specify:  
\_\_\_\_\_
10. Will lighting be required?  parking  athletic field floodlighting  stage lighting  
 classroom  gym  concession stand  other: \_\_\_\_\_
11. Will special equipment or facilities be required?  bathrooms  podium  desks  
(# \_\_\_\_\_)  chairs (# \_\_\_\_\_)  tables (# \_\_\_\_\_)  other: \_\_\_\_\_
12. If this Building and Grounds Contract is for more than a single activity (more than one day or evening event), the Department of Recreation and Parks must approve your request here to avoid conflicts:

\_\_\_\_\_  
Signature-Recreation and Parks / \_\_\_\_\_  
Date

13. Non-School related organizations must provide insurance documentation prior to final approval of this Contract (See "Use Provisions" On Reverse of Approval/Invoice Copy).
14. All applicants must submit a check to the building principal, payable to the Board of Education of Caroline County, for one hundred percent (100%) of the estimated fees and charges three (3) days prior to the planned activity.

The applicant whose signature appears below hereby affirms that he/she has reviewed the "Use Provisions" as printed on the reverse side of the Approval/Invoice copy of this contract. Further, the applicant acknowledges that the Board of Education's policy and procedures are incorporated by references as part of this contract.

\_\_\_\_\_  
Signature of Applicant / \_\_\_\_\_  
Date

PRINCIPAL COMPLETES THIS SECTION:

1. Estimated personnel hours required (1 hour minimum).  
 Custodian  Food Service Worker  Stage/Lighting
2. Estimated on and off times for utilities (2 hours minimum).  
Electric  ON  OFF      Ventilation  ON  OFF  
Heat  ON  OFF      Air Conditioning  ON  OFF  
Parking Lot Lighting (Required for Night Activities)  ON  OFF

\_\_\_\_\_  
Signature of Principal / \_\_\_\_\_  
Date

SAMPLE FOR ILLUSTRATION ONLY

FORMS AVAILABLE AT SCHOOL SITE FOR INDOOR

**BOARD OF EDUCATION OF CAROLINE COUNTY**

**USE PROVISIONS**

(ADDENDUM TO THE BUILDING AND GROUNDS CONTRACT)

**INSURANCE REQUIREMENTS:** All non-school related groups or organizations who wish to use school facilities must provide a copy of an insurance binder(s) naming the Board of Education of Caroline County as the insured against liability and property damage claims arising from the activity on school property.

**INDEMNITY CLAUSE:** The applicant agrees to indemnify and hold harmless the Board of Education of Caroline County and its agents and employees from any and all liability, claims, and judgments, including attorney's fees and court costs, resulting from the use of facilities pursuant to this contract and further agrees to provide immediate notice, in writing, of any claim made against either the applicant or the Board of Education of Caroline County.

**Heating / Air Conditioning:** The daytime setting for heat is 70°F and the setting for air conditioning is 78°F. The nighttime setting for heat is 55°F. Air conditioning is turned off at night.

**Ventilation:** All schools will have ventilation systems operating from 7:00 a.m. until regular school dismissal. All other times, including holidays, vacation periods, and weekends, ventilating systems will be cut off.

**Lighting:** Only security and emergency lighting are "on" during normally unoccupied times - 3:30 p.m. to 8:00 a.m., Monday through Friday, and on weekends and holidays.

**Other:** Exceptions to the above operational settings shall be at the applicant's expense.

**Utility Fees:** Fees charged are not intended to produce a profit, but merely to defray the cost of operations.

Area/Room	# of Hours	Lighting Cost Per Hour	Heating Cost Per Hour	Rental Fees	Adjustments (If Any)

**Personnel Cost:** All personnel, except the stage/lighting operator, are paid 1½ times their regular salary.

Personnel	# of Hours	Charge Per Hour	Adjustments (If Any)

**TOTAL ESTIMATED COST** \_\_\_\_\_

The total estimated cost is due to the school principal no later than three (3) calendar days prior to the use of the building.

\_\_\_\_\_  
Signature of Principal / \_\_\_\_\_  
Date

**BOARD POLICY ON BUILDING AND GROUNDS:** Attached is a copy of Board of Education Policy and Procedures for facility use. This policy is included by reference as part of the Building and Grounds Contract.  
**PLEASE READ CAREFULLY!**