



Kent Education Association

Application and Permit for Use of Building Facilities

- Application, with proof of insurance, if applicable, must be submitted at least 10 days prior to use for applicant to be considered
- Receipt of signed application indicates approval for facility use by applicant
- All charges are due with application, including refundable cleaning/damage deposit

Date of Application: _____

Group: _____

Responsible Person: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Home or Work Phone: _____ Cell Phone: _____

Area(s) Requested:

Council Room Other (specify): _____

Kitchen

Equipment Requested:

Projector Other (specify): _____

Number of Persons Expected: _____ (Maximum Occupancy: 81)

Dates Requested: _____

Time: From: _____ to _____ (please include setup & cleanup time)

FEES:

Hourly Use (up to \$50 per day max)

\$10.00 per hour x _____ hours = _____ x _____ days = _____

Opening/Closing Building

Building use is available for KEA members to conduct association and/or school district business free of charge during regular business hours (7:30 am to 4:30 pm Mon-Fri) and subject to \$50.00 per Open and \$50.00 per Close after hours and weekends.

\$50.00 per Open x _____ = _____

\$50.00 per Close x _____ = _____

Cleaning/Damage Deposit - \$100.00 (refundable - see below)

Total Charges Due: _____

AGREEMENT and INSURANCE:

The above referenced Group/Organization/Individual hereby makes application to the Kent Education Association for the use of the building as described above. The undersigned representative makes this application on behalf of the Group/Organization and certifies that the information is true and correct. The application agrees to strictly observe and enforce all rules and regulations of the Kent Education Association. The applicant agrees to exercise the utmost care in the use of the building and property and to limit its use to that specified in the application. The applicant further agrees that the applicant and responsible officers or representatives of the applicant Group/Organization must, as a condition of this request, sign the attached indemnity agreement prior to the final approval.

The Kent Education Association does not maintain insurance that will respond to any claims filed by the applicant arising out of the use of the facilities by the Applicant, its members, or those attending the event.

Responsible Party Signature

Date

Approval and Fees (completed by Office Staff)

Approved - No Charge

Approved with Charges

Disapproved - Reason: _____

KEA President Signature

Date

KENT EDUCATION ASSOCIATION BUILDING USE APPLICANT'S RESPONSIBILITIES

1. **Timing:** Applicant for use of the Kent Education Association (KEA) building or grounds must be made on the KEA Use Form at least 10 calendar days prior to the beginning date of the intended use. All applications must include the name, home address, home/work and cell phone number of the person(s) who will be responsible for sponsorship, supervision and security of the facility.
2. **Approval:** Applicant must receive an approved, signed copy of the application and permit prior to use.
3. **Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility.
4. **Payment:** Payment is due when application is made. If application is not approved, payment will be refunded back to the applicant.
5. **Damage:** Application for this facility shall constitute acceptance by the Applicant of the responsibility of damage done as a result of its use of KEA facilities. In the event damages occur, applicant forfeits the cleaning/damage deposit and is responsible for any cost over and above the deposit. The Applicant will accept the President's estimate as to the cost to repair the damages. The President will make every effort to obtain a fair, reasonable and professional estimate.
6. **Conduct:** Boisterous conduct and other objectionable practices will not be permitted in the building or on the property. Smoking is not permitted in the building or on the property. Dogs or other animals are prohibited in the building, with the exception of service animals.
7. **Inappropriate Use:** Applications will not be approved for any use which, in the judgement of the President may be contrary to the best interest of the Association or for which satisfactory sponsorship or supervision is not provided.
8. **Clean-up:** Before leaving the building or grounds, all groups will pick up, clean and put in order the facility and any equipment used by them for the event. Specifically the facility must look the same when you leave as it did when you arrived. As necessary this includes removing decorations, returning the furniture to its original position (see attached chart), emptying garbage and recycling cans into the on-site dumpsters, picking up any outside garbage, wiping off tables and chairs, and sweeping, and vacuuming floors. **Kitchen Use:** wiping down counters, stove, cleaning up any refrigerator spills, sweeping, and running dishes through the dishwasher. **Failure to return the facility to its original condition will result in the cleaning/damage deposit being held.**
9. **Cancellation:** Applicant will notify the KEA office of any cancellation at least 24 hours in advance. If 24 hours notice is not given, applicant forfeits the payment, with the exception of the refundable cleaning/damage deposit.
10. **Cancellation/Modification:** The Association reserves the right to cancel any permit given and to refund any payment made for the use of KEA building or grounds where it deems such action advisable and in the best interests of the Association, or to modify its policies at any time.
11. **Certification:** By signature of its representative below, the Applicant certifies they have read the application and attachments, understands the responsibilities contained herein and agrees to comply with and abide by the commitments specified herein.
12. **Indemnification:** The undersigned representative(s) of _____ hereby agrees to indemnify and hold harmless the Kent Education Association from any and all claims which may hereafter arise out of the activities involved with the use of Association property, per this application, which indemnity includes the duty to defend the Association against any such claims, or pay the costs of all reasonable attorney fees incurred by the Association if the Association deems it necessary that the Association provides its own defense.

Dated: _____ Group/Organization: _____

By: _____, its Representative
