



**Kent Education Association**

**Application and Permit for Use of Building Facilities**

- Application, with 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.

Date of Application: \_\_\_\_\_

Group: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

**Area(s) Requested:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Council Room | <input type="checkbox"/> Board Room            |
| <input type="checkbox"/> Kitchen      | <input type="checkbox"/> Other (specify) _____ |

**Equipment Requested:**

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Other (specify) _____ |
|------------------------------------|--|

Number of Persons Expected: \_\_\_\_\_ (Maximum Occupancy: 81)

**Building Use**

- KEA Member Use / Professional Use
- KEA Member Use / Personal Use *(see fees below)*
- Professional Courtesy (granted by the KEA President or designee)

Dates Requested: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ (please include setup & cleanup time)

**Fees**

Hourly Charge for Personal Use: *(Maximum of \$50.00 per day)*

\$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 to 5:00 p.m. Monday to Friday) 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 \_\_\_\_ = \_\_\_\_\_

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 given is true and correct. The applicant 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 this application. The applicant further agrees that the applicant and the responsible officers or representatives of the applicant Group / Organization must, as a condition to this request, sign the attached indemnity agreement prior to the final approval.

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

\_\_\_\_\_  
Reasonable Party Signature

\_\_\_\_\_  
Date

**Approval and Fees** (completed by Office Staff)

- Approved – No Charge
- Approved with Charges
- Disapproved – Reason: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date