

**Boyd County High School Alumni Auditorium  
Rental Application**

(This application must be filled out and approved prior to use of facilities)

Rental requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address of group for billing purposes: \_\_\_\_\_

Phone number: \_\_\_\_\_

(The above signee agrees to all terms and conditions listed in the Boyd County High School  
Alumni Auditorium Rental Agreement)

Date(s) \_\_\_\_\_ Times - From: \_\_\_\_\_ To: \_\_\_\_\_

Approved /Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

(Use of the Boyd County High School Alumni Auditorium must be approved by John W. Johnson  
or Guy Molinary.)

This form must be filled out and emailed to either Guy Molinary  
([guy.molinary@boyd.kyschools.us](mailto:guy.molinary@boyd.kyschools.us)) or John Johnson ([john.johnson@boyd.kyschools.us](mailto:john.johnson@boyd.kyschools.us)).

By signing the Boyd County High School Alumni Auditorium Rental Application, you assume all  
liability for injuries to individuals arising from or connected in any way with the lease of board  
property and that your organization indemnifies and saves harmless the Boyd County Board of  
Education from any loss or damage thereby.

## **Rules and Regulations**

1. **No food or drink shall be permitted in the auditorium for any reason. The BCHS cafeteria is equipped with sound/projector equipment for an event in which food is involved.**
2. Nothing shall be used that may damage the auditorium (for example, paint, glue, glitter, and so on)
3. Students/children under the age of 18 must be supervised by an approved adult at all times.
4. The renter shall be responsible for any damages to any school property.
5. The auditorium shall not be opened for use by a renting organization during hours when normally closed without an approved employee or school district designee. These designees are: John Johnson, Guy Molinary, and Carl Taylor.

## **What equipment do you need?**

Sound equipment (be specific)\_\_\_\_\_

Lighting\_\_\_\_\_

Chairs (that would be needed on stage)\_\_\_\_\_

Other\_\_\_\_\_

(Please list equipment needed and contact Mr. Johnson or Mr. Molinary. Sound and light equipment may only be used by authorized personnel. )

BCHS Alumni Auditorium rental fee: \$250.00 (per day to non-Boyd County Public Schools groups)

One Time Refundable Security Deposit: \$100.00 (returned after the facilities have been properly reviewed and school staff determines no damage was incurred)

District Designee Fee: \$25 per hour of use outside the regular school day in which the approved employee or school district designee is present. This includes rehearsals, setup, tear down, and the actual scheduled event. This person will also operate all light and sound equipment.

Total - \$350.00 (per-day) + possible designee fees (approved Boyd County Public Schools groups/educationally affiliated groups will only be charged the designee fees if outside the school day)

All checks for **rental costs** should be made payable to Boyd County High School. All rental fees must be paid in full before date(s) of use.

The **district designee hourly fee** will be billed to the sponsoring group **AFTER** the event. The bill will be sent to the listed mailing address and checks may be payable to **Boyd County Public Schools** and mailed to: 1104 Bob McCullough Dr., Ashland KY, 41102. Attn: Don Fleu.

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Boyd County High School

14375 Lions Lane, Ashland, KY 41102

606-928-7100; 606-928-1312 FAX

# Boyd County High School Alumni Auditorium

## General Operating Procedures

1. The ultimate priority for the BCHS Alumni Auditorium is the students who attend Boyd County Public Schools. That being said, we will use the month of August as our dead month; allowing our teachers and organizations the opportunity to schedule events for the school year. Outside groups will not be allowed to schedule events in the auditorium until September 1<sup>st</sup>. After September 1<sup>st</sup>, the auditorium may be rented/checked out on a first come first served basis.
2. The auditorium may only be rented/checked out through Mr. Johnson or Mr. Molinary.
3. Sound and light equipment may only be used by authorized personnel (John Johnson, Guy Molinary, and Carl Taylor).
4. **No food or drink shall be permitted in the auditorium for any reason.**
5. Nothing shall be used that may damage the auditorium (for example, paint, glue, glitter, and so on)
6. Students/children must be supervised by an approved adult at all times.
7. The renter shall be monetarily responsible for any damages.
8. While on school property, all groups/individuals must agree to abide by the policies and regulations set forth by the Boyd County Board of Education.
9. By signing the Boyd County High School Alumni Auditorium Rental Application, you assume all liability for injuries to individuals arising from or connected in any way with the lease of board property and that your organization indemnifies and saves harmless the Boyd County Board of Education from any loss or damage thereby.
10. Approved Boyd County Public School groups/educationally affiliated groups shall not be charged for use of the auditorium with the exception of possible designee fees if the event takes place outside the regular school day.
11. Mr. Johnson, Mr. Molinary, the principal and superintendent reserve the right to deny any group use of the auditorium.