



Knox County Schools Property Usage Authorization Form for Volunteers and Non-Employees

Date: _____

Volunteer/Non-Employee Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

KCS Property Requested:

Description of Property: _____

Serial/Identification Number (if applicable): _____

Location of Property (if applicable): _____

Purpose of Usage:

Detailed Explanation of Purpose:

Date(s) and Time(s) of Usage: _____

Please circle: One-time. Daily. Weekly. Monthly.

Responsibilities and Conditions:

In consideration of my voluntary decision to enter a Knox County Schools’ campus and/or use of Knox County Schools’ Property, I agree and warrant as follows:

1. I hereby assume all risk of accidents, personal injury, death and property loss or damage sustained or incurred as a result of my presence on campus and/or use of Property, including those caused as a result of negligence on the part of the Released Parties (as defined below). I also will not engage in any unauthorized or illegal activities.
2. I further agree to release, discharge, waive, indemnify and hold harmless from and against all liabilities, actions, causes of actions, suits, damages, losses, judgments, claims and demands whatsoever, in law or in equity, including legal fees and disbursements, which I, any company or business entity that I represent, or my heirs, executors, administrators, legal representatives, successors, or assigns may now or hereafter have against the Knox County Board of Education, Knox County Schools, Knox County, Tennessee, and their affiliates, successors and assigns, officers, employees, representatives, partners, agents and anyone claiming through them (collectively, the “Released Parties”), in their individual and/or corporate capacities, for any personal injury, death or property damage (the "Released Parties").

3. I acknowledge that it is my sole responsibility to evaluate carefully the risks inherent in visiting the campus and/or using the Property and that I have fully considered those risks, including, without limitation, dangers posed by willful or negligent conduct of myself and/or by others.
4. I acknowledge and agree that I shall use the Property solely for the purpose intended and described herein, and shall bear full responsibility, including costs and expenses, to repair any damage to the Property or school campus. Any damage, loss, or theft of the property during the period of use shall be reported immediately to the Knox County Schools contact person (Principal or Assistant Principal).
5. I agree that if any portion of this document is held invalid, the remaining provisions shall be binding and continue in full force and effect.
6. I agree that I will follow all the instructions specified by any onsite managers, or representatives or agents of Knox County Schools while using the Property.
7. I understand that the Property is to be returned promptly and in the same condition it was received, fair wear and tear excepted. The property should remain on Knox County Schools grounds, unless permission is granted in writing by a building administrator.
8. I agree to comply with all applicable Knox County Schools policies, procedures, handbooks and practices during the usage period.
9. I understand that failure to adhere to the terms of this agreement may result in the revocation of property usage privileges and may lead to legal action.

Agreement:

I, the undersigned, acknowledge that I have read and understand the terms and conditions outlined in this Property Usage Authorization Form. I agree to abide by these terms and use the Knox County Schools Property responsibly.

Signature: _____ Date: _____

Knox County Schools Principal or Assistant Principal Approval:

Name of KCS Administrator: _____

Signature of KCS Administrator: _____

Date: _____

This form is effective for the _____ school year. Should the User and the Principal/Assistant Principal want to renew this form for subsequent years, please indicate the school year and initial below. Maximum renewal is 4 years total before new form is required.

School year: _____ User initials: _____ Principal initials: _____

School year: _____ User initials: _____ Principal initials: _____

School year: _____ User initials: _____ Principal initials: _____