

FOR FACILITY USAGE CONTRACTS, please provide the following information:

- 1) Name of ATC
- 2) Legal Name of other party (Second Party)
- 3) Date Contract is to be entered into
- 4) Identify and list all that will be made available such as, classrooms, equipment, supplies, lab, etc.
- 5) Program name
- 6) Timeframe of use (be specific, semester, days of the week, times of day)
- 7) Describe usage (activity or purpose)
- 8) Describe payment terms including cost for building lease, supplies, salary, etc. (outside employment is required of any teacher salary paid by the Second Party)
- 9) Amount to be paid to ATC
- 10) When will payment be made to ATC

Email copy of completed form to:
Charlene.Baxter@education.ky.gov
Subject: Facility Use - ATC Name