

**JEFFERSON COUNTY BOARD OF EDUCATION
SPECIAL EVENTS INSURANCE APPLICATION**

APPLICATION & CHECK/MONEY MUST BE RECEIVED PRIOR TO EVENT

SCHOOL: _____

ADDRESS: _____

PRINCIPAL: _____

**TO BE COMPLETED BY THE PERSON/GROUP REQUESTING USE OF
FACILITY**

PERSON/GROUP: _____

TYPE OF EVENT: _____

START DATE: _____ **END DATE:** _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

CITY, STATE & ZIP _____

DAYTIME PHONE: _____

(AREA CODE AND PHONE NUMBER)

E-MAIL ADDRESS: _____

NUMBER DAYS _____ **x \$50 per day = \$** _____

SIGNATURE: _____

***We are able to process payments via check/money
order or online via credit/debit card payment.***

- 1) Check or Money Order (made out to JCPS-Treasurer):
 - a) Mail check/money order and application to:
Jefferson County Board of Education
Attn: Brenda Livesay
3332 Newburg Road
Louisville, Kentucky 40218
502 485-3313
- 2) Online:
 - a) Go to the JCPS website and search Real Estate & Insurance forms, then click on the "Pay" button ([or click here](#))
 - b) Email the application to rentals@jefferson.kyschools.us