

NORTH STAR SCHOOL DISTRICT

Facilities Use Agreement

Instructions: This application must be presented to the Superintendent five (5) days prior to the date facilities are to be used. If approved, the original will be retained at the school, and a copy will be returned to the party making the request.

Charges for room/building use may apply. Cost of custodial or their services will be assessed at the conclusion of the activity according to the level of service provided. All rental and/or custodial fees will be paid to North Star School.

No fees are charged for school sponsored programs and activities such as Booster Club. Fees may be charged for non-school sponsored programs, technical or special services.

All applicants are responsible for adult supervision, cleanup and building security.

IT IS UNDERSTOOD THAT ALL PERSONS TAKING PART IN THE ACTIVITY LISTED BELOW DO SO AT THEIR OWN RISK, THAT THE UNDERSIGNED OFFICERS(S) AND/OR THE ORGANIZATION SHALL BE LIABLE FOR ALL DAMAGES AND THAT ALL PARTIES TO THIS AGREEMENT SHALL BE SUBJECT TO ALL PROVISIONS OF THE ADMINISTRATIVE RULES AND BOARD POLICY.

Elementary School – Gildford

JH/High School – Rudyard _____ Room Name _____

Circle one of the above

Date(s) of Activity _____ Day of Week _____

Start time _____ to End time _____

(Include set up & take down time)

Approximate number of people attending activity

Purpose for which facility will be used _____

Special equipment requested _____

Organization _____

Print Name of Person-In-Charge _____

Print Name of Applicant _____

(If different than Person-In-Charge)

Mailing Address _____

City, State, Zip _____

Phone _____

For Office Use:

A room/building use fee will (), will not (), be charged.

Amount \$ _____

A custodial fee will (), will not (), be charged.

Amount \$ _____

Will special events insurance be required? Yes No

Additional conditions/comments:

Signature of Superintendent _____

Date _____

RULES FOR PUBLIC USE OF SCHOOL FACILITIES

1. There will be **NO SMOKING or use of tobacco products** in the building or on the school premises.
2. All thermostats are automatically set for day and night time use. Please do not attempt to adjust them, you will merely confuse the system.
3. Tennis shoes are the only footwear allowed on the gym floor. Crepe soles, black rubber soles, and other forms of sportswear of poor quality leave abrasive marks and are prohibited.
4. There will be **NO ALCOHOLIC BEVERAGES** allowed in the building or on school premises.
5. Should special equipment be desired for upcoming activities, please contact the school the day it is needed. Otherwise, it will most probably be locked in storage.
6. Evening activities shall not continue after 9:00 PM. The person-in-charge or his/her nominee must be present before an activity may commence.
7. Before leaving, please check the building to see that it has been properly cared for. A good general rule to follow is: Leave the building in the same condition as you found it. Check to see that all doors are secured and all lights are turned off.
8. The person-in-charge is responsible for:
 - a. Strict enforcement of the above rules and regulations.
 - b. Overall supervision of conduct of activity.
 - c. Security of the building.
 - d. Should the supervising person-in-charge delegate someone else with this task, he/she is still responsible for the building use and will be held liable.

APPLICATION PROCEDURES

1. Facilities use applications shall be filed with the Superintendent five (5) days prior to the date when facilities are to be used.
2. The original of the approved Facilities Use Agreement will be retained at the school, one copy will be returned to the requesting party.
3. Rental, labor, or other charges assessed shall be itemized on the Facilities Use Agreement. The Superintendent will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.
4. If the District requires the event holder to purchase a special event liability policy for the event, it should name the district as an additional insured on the policy. The event holder should provide the district with a certificate of insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

PRIORITY USE OF FACILITIES

1. Non-profit programs such as Booster Club, community-school classes, drama clubs, teen clubs shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the Superintendent.
2. Organizations such as Boy Scouts, Girl Scouts shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the Superintendent.
3. Government affiliated groups such as Fish & Game, Health & Welfare, sheriff, civic organizations and charitable organizations whose purpose is to improve community welfare, and whose receipts are expended for community welfare, shall be allowed rent-free use of school facilities. Custodial fees may be required of the organization in some circumstances. Requests shall be submitted to the Superintendent.