

FACILITY USE AGREEMENT

WHITEHALL SCHOOL DISTRICT 4-47-2 AND _____

ENTER INTO THIS AGREEMENT FOR THE USE OF THE BELOW DESCRIBED SCHOOL DISTRICT FACILITY, **THIS AGREEMENT IS SUBJECT TO THE REGULATIONS AND PROVISIONS ESTABLISHED BY THE SCHOOL BOARD OF THE WHITEHALL SCHOOL DISTRICT AS SPECIFIED BELOW.** APPROVAL MUST BE RECEIVED FROM THE SUPERINTENDENT OF SCHOOLS BEFORE A FACILITY OR GROUNDS MAY BE USED.

FACILITY REQUESTED: _____

DATE(S) REQUESTED: _____

TIME OF USE REQUESTED: BEGINNING _____ ENDING _____

ADMISSION WILL BE CHARGED OR DONATIONS/CONTRIBUTIONS ACCEPTED: YES _____ NO _____

INDIVIDUAL RESPONSIBLE TO THE DISTRICT: _____ PHONE # _____

REASON FOR USE OF FACILITY _____ DEPOSIT REQUIRED
YES ___ NO ___ AMOUNT _____

SIGNATURE OF RESPONSIBLE ADULT

ADDRESS

APPROVAL: GRANTED _____ DENIED _____

SUPERINTENDENT OF SCHOOL DISTRICT 4-47-2

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this shall be due by _____ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Student and school-related organizations may be granted the use of school facilities at no cost. Other organizations granted the use of the school facilities may be required to pay fees and costs as determined by the superintendent of schools.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility.

The requesting organization or individual may be asked to provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

Whitehall School Districts 4, 47, & 2

Requesting Organization or Individual

Approved By: _____

By: _____ (Print)

Date Approved: _____

By: _____ (Signature)

Regulations Governing the Use of School Buildings/Facilities

It is the desire of the Board that maximum use be made of the facilities under its jurisdiction for educational and recreational activities. To extend the privilege of using these facilities, the Board of Trustees finds it necessary to establish the following regulations governing the use of school buildings and facilities.

- A. Use of facilities for general educational activities and related extra-curricular activities of the school shall take precedence over any other facility usage.
- B. Use of school facilities shall be cleared through the Superintendent.
- C. The Board reserves the right to deny the use of school facilities to any person or group.
- D. Each user will be required to sign a contract an agreement. Said contract must be signed by the individual who assumes the responsibility for complying with Board guidelines on the use of district facilities.
- E. The responsible individual shall be responsible for leaving the facilities in a clean and orderly condition. In case of loss or damage to school property, the organization and/or individual signing the application will be fully responsible and liable.
- F. The user or user group agrees to indemnify, defend and hold harmless School District # 4-47-2 and its agents from all liability arising from the use of the facilities by said individual, group or organization which is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law by a trustee or agent.
- G. All facility usage shall be completed by 10 pm on weekdays. Completion time for usage on week-ends is discretionary with the Superintendent.
- H. No school supplies or equipment are to be furnished or used unless by special permission of the building principal. All lights are to be tuned off and all doors and windows properly secured after each use.
- I. No alcoholic beverages, or illegal non-prescribed drugs, shall be permitted on school property. Smoking is not permitted in district buildings or on school grounds.
- J. All youth activities, school related or otherwise, must be closely supervised by responsible adults. Adult groups must have one individual designated as the responsible party. At no time will unsupervised children be allowed to run throughout the buildings.
- K. Building keys are to be returned to the high school office the following day, unless other conditions are agreed upon by the building administrator. A deposit will be required when building keys are issued.
- L. The building administrator may require a school employee to be present during use of the building by a non-school organization. In such cases the requesting organization will pay for the District's costs for the employee. Per the State of Montana Health Department, all organizations using the District's kitchen facilities must have a Certified Food Handler or SERVSAFE certified person on premise while food is being prepared. If the organization does not have a certified member, the District may provide one and the organization will pay the costs of that employee.

Fees for Facility Use by Non-School Groups

- A. The District reserves the right to cancel reservations and reject any and all requests to rent or use school facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization, nor for the purpose it represents. Generally, there will not be a charge for the use of a school property except when:
 - 1. An admission is charged to the activity.
 - 2. There is a private business profit motive.
 - 3. The use will require an additional wage payment of a custodian, engineer, or Certified Food Handler.
- No charge will be made for the Office of Public Instruction (OPI), or any school activities including Parent Teacher Student Association (PTSA), booster clubs, university classes requested by the school district, as well as feeder programs for School District 4, 47, & 2.*
- B. Non-community groups will not be allowed use of the school facilities. Wedding receptions, family reunions, and other private use are considered non-community groups.
 - c. Coaches holding camps need to gain approval from the superintendent.

School Shop Facility Use

School District shop facilities will be used strictly for school purposes. No school personnel, students, or community member shall be allowed to use the school's shop facilities for personal or private purposes.

Gymnasium

A. The elementary gym, multi-purpose room, and the varsity gym will be loaned only to approved community organizations for activities requiring an indoor arena. Requests for use must be approved by the Superintendent.

Procedure: The varsity gym will be limited to events which could not be reasonably restricted to the use of other available facilities.

B. School activities have priority over all other activities.

C. Only organized activities or practices in which the majority of the group is participating may be scheduled. Costs of operating are prohibitive for small number of users.

D. It is the "responsible adults" responsibility to supervise all participants and non-participants admitted into the facility and to assure that persons do not enter unauthorized areas or do damage to the facility.

E. Organizations must furnish their own equipment. (i.e. shoes, towels, uniforms, balls, etc.)

F. No shoes may be worn on the gym floors which have been worn outdoors.

G. In order to preserve and maintain the floor of the varsity gym, no activities will be allowed which causes undue wear on the floor seal. (i.e. dances or activities which cause street traffic on the floor) Exception: Graduation exercises and Christmas concerts.

Kitchen Facility Use

Community groups may use the kitchen facilities of the School District under the following conditions:

1. A district employee who works in the kitchen on a regular basis must be present for all non-school use and must be paid directly by the using group at the same rate of pay as this individual receives as an employee of the District.
2. The using group must clean and properly store all equipment, all floor areas, work areas, utensils, pots and pans used to the satisfaction of the district employee overseeing the use of the kitchen area.
3. For use of the kitchen facilities of the district, using groups must pay the district, in advance, \$100.00 per use, to offset electricity, gas and water use as well as wear on equipment and utensils.

Board Policy 4010 and 4015.

Other Notation or Items of Importance: