

## Conditions for use of School Facilities

All school buildings and facilities are available for lawful community use if the use does not conflict with school activities. Use of school buildings and grounds for activities other than school activities is subject to all conditions stated in this procedure. The board of education is the final authority and judge as to whether a potential user/group meets these conditions. The board retains the right to accept or reject any or all requests for the use of school facilities.

School functions shall have priority in use of school buildings and grounds. Activities sponsored by District organizations shall take precedence over those sponsored by out-of-district organizations. The building principal has the prerogative to cancel the use of a building even after a permit has been issued, if the facility is needed for an educational program of the school.

Request for use of a school facility will be made by submitting a Facility Use Permit, available from the Principal or his/her designee. Permit should be submitted to the principal's office within 5 working days prior to the event. All building permits shall expire annually on June 30th. No agreement is transferable to another party.

### General Conditions

- Prior to use of school facilities, the applicant should review the use requirements with the building principal or his/her designee.
- The granting of a permit for the use of one part of a building or ground does **NOT** extend privileges for the use of any facilities or equipment other than those stated in the permit. It also does **NOT** extend time of use beyond what is stated in the permit.
- The use of school equipment, where appropriate and feasible, must be qualified personnel, the cost of which will be determined by the principal.
- Use of special school facilities (kitchen, computer lab, shop, stage equipment) may require the presence of school personnel trained in their use. Cost for these employees will be added to any regular fee. The determination of who is needed when available will be made by the building principal.
- An approved designated person must be present in the building during all times that the facilities are being used by any non-school groups. The assignments of keys to outside groups will be the responsibility of the building principal.
- The user must provide sufficient supervisors, chaperones or crowd control personnel to assure that the event is well- controlled, as determined by principal
- The user shall assume full responsibility for any damages to the facilities and for the replacement of equipment in the event of damages or loss. Any group abusing the privileges granted shall be denied future use.

## Cost/Fee Schedule

- The board of education may place a charge on the use of school buildings and/or facilities not to exceed actual costs. Where charges are involved, the permit holder shall pay the fees prior to use. Payments for rental of space should be made out to Rib Lake School District. Groups that request use of facilities at times or in situations that require extra custodial help, cafeteria help, technicians, specialists, police, additional utilities, special wiring, additional construction, etc. will be charged extra costs in addition to the set fees. Such extra charges will include actual costs incurred by the district for extra staffing, including but not limited to alarm calls caused by the user. The amount of the extra costs to be charged will be determined by the district administrator or the building principal or his/her designee.

# Rib Lake School District

## Building/ Facility Use Permit

Name of Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Dates of Use: \_\_\_\_\_

Times of Use: \_\_\_\_\_

Facility to be used: (circle all that apply)

ES GYM

MS GYM

HS GYM

OTHER

Type of Activity/Event: \_\_\_\_\_

Is this a fundraising activity? YES                  NO	Is an admission fee to be charged? YES                  NO
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Estimated Profit: \_\_\_\_\_ Amount: \_\_\_\_\_

It is agreed between the Rib Lake School District, herein referred to as **District**, and and **User**, as outlined above that the District shall allow the User access and the use of facilities as conditioned and described below, subject to all of the policies and procedures of teh District Board of Education, in consideration of:

Contract Amount	
Services	Amount
Rental Fee	
Custodial and Other Staff Costs	\$
Misc. Costs (list)	\$
Total Rental Cost	\$

*The undersigned has been given authority to act for and be responisble for the User making the application. S/he will see that the facilites are not misuesed or abused, that there is adequate adult supervision at all times, that the facilities are used in conformity with all policies and regulations of the Board and that all other terms of the use agreement are adhered to and followed. This undersigned undertands and agrees that this contract/permit does not establish an employer-employee relationship between the user and the District; that the even in not a school conducted or school sponsored event; and that the school will not excerside any physical or other control over the operation of the event other than those already spelled out i the agreement and the Board Policies. It is further understood that in consideration of the facilites made available to the User, User agrees to indemnify and hold the District harmless against all claims, suits, demands, orders, judgements or other forms of liability as shall arise out of or by reason of action taken or not taken by the District under this contract inlcuding but limited to dameages and costs, for which the District may be found liable as well as resonable attorney fees and cost necessary to defend the interst of the District. It is further agreed that this indemnification and holds harmless agreement will apply even if injury or other damages are cause in whole or in part by acts of negligence by agents or servants or employees of the District.*

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

<b>For Office Use Only</b>
Administration Approval Signature: _____
Date: _____
Notes: _____

