

# FACILITIES USE AGREEMENT



\_\_\_\_\_  
Organization Requesting Facility

\_\_\_\_\_  
Requestor Name

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

\_\_\_\_\_  
Street Address City State/Zip

## Facility Information (please include set up and take down times in the request)

Requested Area(s): \_\_\_\_\_

Planned Activity: \_\_\_\_\_

Requested Equipment: \_\_\_\_\_

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

Building Use - Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Doors Access - Unlock: \_\_\_\_\_ Lock: \_\_\_\_\_

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

Building Use - Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Doors Access - Unlock: \_\_\_\_\_ Lock: \_\_\_\_\_

**District Employee to serve as Supervisor:** \_\_\_\_\_

(If event occurs outside of normal business hours)

**General Policy:** The primary use of all School District of Glenwood City buildings and facilities is for education of the students of the School District. It is the policy of the Board of Education to encourage the use of these facilities by interested community groups as long as the use does not interfere with the educational process and the attached Facilities Use rules are followed. Also, this policy will serve as a guide to foster increased positive interactions between the school and the community. When, in the opinion of the Board, such use will not be in accordance with the educational policy of the School District and in the best interest of the community, the Board of Education may refuse the use of these facilities.

The use of school facilities involves certain costs, which the Board feels cannot be paid out of the School District funds. In keeping with sound financial policies and with fairness to the School District, rental and custodial fees, and other service charges may be made to the various organizations desiring to use District facilities. The rental fees and service charges shall be determined by the type of organization requesting the facilities and the purpose for which the facilities are to be used.

**Liability and Insurance:** At the discretion of the Board or its designee, any organization using District facilities may be required to provide the following upon signing a contract for the use of the facilities: A certificate of liability insurance for the duration of the use of District facilities with sufficient coverage as determined by the Board or its designee. A statement, which will hold the District harmless in the event of an accident, its own equipment as the District does not carry insurance on these items.

**Supervision:** The applicant is held responsible for the preservation of order. In the event that a question arises relative to either the quality or quantity of supervision, the school authorities may exercise their discretion and deny the application for use of school facilities submitted by any group.

**Rental Fees:** Profit groups as defined in this facilities use policy are those groups charging admission or taking a free-will offering.

1. The rental fee for a profit group shall be \$500 for the use of school facilities for a half-day (four hours) or any part of a half-day.
2. The rental fee for a profit group shall be \$750 for the use of school facilities for an entire day or any part of a day which exceeds four hours.
3. A \$250 deposit must accompany the application by a profit group or it will not be processed. The deposit will be returned to the applicant if the application is not approved.

**Non-Profit Groups:** Non-profit groups as defined in this facilities use policy are those groups not charging admission or taking a free-will offering and that are open to the public.

\*There will be no rental fee for a non-profit group.

**Community Groups:** Community groups as defined in this facility use policy as those groups who would use the school facilities for the direct benefit of the students and/or the community such as booster clubs and other school clubs and other school club activities, and if an admission or an entry fee is charged the funds are used for the direct benefit of the students in the School District of Glenwood City, not for the benefit of the individual sponsors or operators of the community group.

\*There will be no fees as determined by the Board of Education or designee.

**Service Fees:**

1. Rental fees do not include the cost for custodial and other incidental services.
2. Fees for custodial and other incidental services attribute to a group's use of school facilities shall be paid by the group, in addition to any and all rental fees charged to the group.
3. Personnel services are at the following rates and are charged for on the basis of time reports for the actual hours worked:

Custodial Services \$35/hour

(includes time and one-half plus fringes)

Incidental Services \$?(depending on the services involved)

**Non-Compliance:** Any group that does not comply with the regulations contained in this facilities use policy may be denied future use of the School District of Glenwood City facilities and will be subject to any and all legal recourse that the District may have against the group.

**The undersigned, either individually or as authorized representative for the organization designated, agrees to abide and be bound by the statements set forth on the reverse side hereof.**

\_\_\_\_\_  
**Signature Authorized Representative**

\_\_\_\_\_  
**Date**

Facility Rental Fee     \$ \_\_\_\_\_

Special Service Charges:

Custodial Fee             \$ \_\_\_\_\_

Total Fees                 \$ \_\_\_\_\_

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date