

School Community Relations

Series: 800

Code 830 – Rule

Policy Title: Guidelines For Use of School Facilities

1. It is understood that full responsibility to maintain adequate security and to leave the facilities and equipment in the same condition as they were before usage rests with the organization, group, or individuals using the facilities and equipment.
2. It is understood that drugs, alcoholic beverages, inhalants, mood-altering substances, tobacco products, or gambling, will not be permitted in the school facilities or on school district property at any time.
3. It is understood that any organizations, group or individual using school facilities shall designate one individual as being in charge and responsible for the program or activity. That individual shall be responsible to the district administrator or building principal.
4. It is understood that a custodian, or other school employee, as designated by the district administrator, must be present in the building at all times during the period of use. The Board will pay for the employee's service out of the total fee as assessed in this agreement. Person(s) in charge, responsibilities are on page 2 of Exhibit 830.
5. It is understood that any key (s) that are given to the undersigned are not to be given to any other individual for use or duplicated.
6. It is understood that application for any use of the school facilities must be filed with , and approved by, the district administrator or his/her designee prior to use.
7. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the District Administrator and a bill for damages will be presented to the organization, group or individual using or occupying the facilities during the time the loss or damage was sustained.
8. Where permitted by law, the applicant, organization or group using the school facilities shall agree to indemnify, save and hold free and harmless, the School District of Thorp, their officers, agents, and employees, from and against all claims, demands, loss, liability, costs or expense of any kind or nature whatsoever, which the school district, their officers, agents or employees may sustain or incur, or that may be imposed upon; or injury to, or death of, persons; or damages to property arising out of, connected with, or attributable to rental, use and occupancy of the public school building or facilities as provided herein.

9. The Board has liability insurance, which covers the Board of Education. Users of the facilities are encouraged to see that they are properly insured for liability, accidents and injuries.
10. The undersigned does hereby acknowledge that they have read and understand the responsibilities of this agreement, and assume all responsibilities for the proper use of the facilities and equipment, and if any damages occur from this use, will be responsible for payment of such damages.
11. Whenever the kitchen is being used, one of the regular employed cooks must be in charge. Compensation for hours beyond regular work day will be paid by the group using the facilities.
12. Materials or food left by users will be discarded or disposed of immediately.

Adopted: February, 2003
Revised: March, 2004
Revised: May, 2006
Revised: August, 2008
Revised: December, 2008

SCHOOL DISTRICT OF THORP CONTRACT FOR USE OF SCHOOL FACILITY

Name of group _____

Individual(s) in charge when using facilities _____

Address _____

Telephone Number _____ Type of Activity _____

Admission fee charged? Yes No

Activity is: For profit Non-profit

Approximate number in the group using the facilities _____

% of participants who are residents of the Thorp School District _____

Rooms/area requested for use _____

Dates of use _____

Time of use: From _____ To _____

Dated this _____ day of _____, 20_____

Signed _____

DATA BELOW TO BE COMPLETED BY DISTRICT ADMINISTRATOR OR DESIGNEE

Fees

Rental \$ _____ Custodian \$ _____ Cook \$ _____
 Supervisor \$ _____ Other \$ _____ Total \$ _____

Keys checked out? Yes No Identification # _____

Room assignment _____

Approval _____

Dated this _____ day of _____, 20_____

	Comp Lab	Gym	Kitchen	MPR	Classroom	El Com
Non-profit from district No donation or admission charged	\$15 **(\$5)	\$25 **(\$10)	\$15 **(\$5)	\$15 **(\$5)	\$15 **(\$5)	\$15 **(\$5)
Profit from district	\$50	\$50	\$50	\$50	\$25	\$50
Non-profit (District) Admission or fee.	** (\$15)	** (\$15)	** (\$15)	** (\$15)	** (\$7.50)	** (\$15)
Non-profit (Out-of-district)	** (\$15)	** (\$15)	** (\$15)	** (\$15)	** (\$7.50)	** (\$15)
User from outside district for profit	\$100 ** (\$30)	\$100 ** (\$30)	\$100 ** (\$30)	\$100 ** (\$30)	\$50 ** (\$15)	\$100 ** (\$30)

** Hourly rate after 4 hours.