

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

KF-R1

WORKING COPY

FACILITY USE APPLICATION

This application must be submitted to the Activities Office, no earlier than six months **and** no later than **15** business days prior to the day of the event. Priority for facilities **and** equipment will be given to school activities and non-school organizations that benefit **district** school-age students. **This application must be completed in its entirety before submission.**

Facility Requested _____ Rooms _____

Date(s) Facility Would Be Used _____ Estimated Time In _____ Time Out _____

Equipment requested _____

Explain what the facility will be used for (type of meeting) _____

Any special instructions, information, or supplemental personnel requests: _____

Name of Organization _____

Name of Person Submitting Request _____

Name of Person in Organization who will be Supervising Function _____

Address & Phone No. of Person Supervising Function _____

Name, address, & phone of contact person _____

Name of Organization's Liability Insurance Company _____ Date of Policy _____

Copy of Proof of Insurance Attached? Yes No

Copy of completed KF R-2 Attached? Yes No

The **D**istrict assumes no responsibility for injury to any individual using a district facility nor does the **D**istrict assume liability for lost or stolen items belonging to an individual using a district facility. Any individual, group, or member of a group using a district facility will indemnify and hold the **D**istrict harmless of any liability in the event of any such injury or theft.

The undersigned sponsor evidences by **their** signature that the group or organization will comply with the rules, regulations, **and all district policies**. The undersigned sponsor also understands that **they** will be the responsible party for all rental charges and other fees for the rental of facilities for this group. The undersigned acknowledges that **they** agree to make full restitution to ~~PCSD-6~~ the District for any damages resulting from the use of the facility. **The District** reserves the right to cancel this agreement **at any time**.

48 Hours Notice must be given to **the District for canceled events to avoid charges.**

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SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES

Users renting school premises or property shall assume responsibility for all damage that occurs during the rental period. Users shall pay the costs incurred by the District replacements or damages. Users indemnify and hold harmless the Board, district staff, and the District from any liability that may arise during the rental period

Class I: Organizations that have a direct connection to the District Events that are mutually beneficial to the district and the community may be approved by the Superintendent.

Class II: Any other non-school affiliated organization, either for-profit or non-profit.

	Class I*	Class II
Classroom	\$0.00	50.00
Cafeteria	0.00	150.00
Gymnasium	0.00	500.00
Library	0.00	50.00
Athletic Fields	0.00	500.00
WTA	0.00	500.00

Classroom: \$25.00 for each additional consecutive day

Cafeteria \$50.00 for each additional consecutive day

Gymnasium \$100.00 for each additional consecutive day

Library: \$25.00 for each additional consecutive day

Athletic Field \$100.00 for each additional consecutive day

WTA \$100.00 for additional consecutive days

All rental charges set forth above are for the use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at an hourly rate and will include salary and benefits expenses, which may include overtime hours. Reasonable fees may be charged for custodial service for events that occur after normal school hours.

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Organization Name _____ Current Date _____

Requested by _____

Complete Address _____

Telephone _____ Work Phone _____

Date of Event(s) _____ Scheduled Times _____

Rental Cost of Facilities and Equipment Requested

Circle One: Class I Class II Amount

Designate building, and any specifics

Classroom _____

Cafeteria _____

Gym/SAC? _____

Library _____

Athletic Field _____

Auditorium _____

Custodial Service Fee (approximated) number and hours x's \$30 per hour _____

Other Staff Service Fee (approximated) type and hours x's \$38 per hour _____

Estimated Balance Due _____

Setup Instructions:

Signature of User: _____

Signature of user indicates acceptance of the rental agreement contract **and ensures that the group or organization will comply with the rules, regulations, and all district policies.**

The District reserves the right to collect all rental and equipment fees prior to the event.

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Adopted: 1/20/98
Revised: 2/19/02
Revised: 7/19/06

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Adopted: 1/20/98
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Revised: 3/15/11

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- Group activities shall be confined to their assigned facilities. The nearest available lavatories shall be used. Activities to be extended to other areas of the facility must be prearranged, or have the permission of the Activities Director. Additional facility use could incur additional usage fees.
- Groups are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the District reserves the right to charge for any additional work needed to return them to their original condition.
- In case of emergencies, where injury, and/or fire occurs, the using agency shall notify the Cody Police Department (307-527-8700) or call 911 for assistance.
- In case of mechanical, electrical, water, or sewage issues or related issues, the custodian on duty shall be notified at 307-899- 3349.
- The user signed below represents that they have the authority to enter into this agreement and agrees that the entity and its members shall hold the District-6, the board of trustees, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, costs, or expense that may arise during, or be in any way caused by, such use of occupancy of school property. When using school facilities, those organizations charging admission will be required to furnish insurance to cover aggregate claims and specific occurrence insurance.

In all cases where the user agency has large public gatherings and/or for which admission is charged, the using organization shall be required to furnish aggregate claims and specific occurrence insurance in the following amounts:

- Aggregate claims----- \$1,000,000.00
- Specific occurrence----- \$500,000.00

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