

St Ignatius School District #28

Administrative Execution of Policy: 4010 Facility Use Agreement

COMMUNITY USE OF SCHOOL FACILITIES

RESPONSIBILITY FOR FACILITY CARE

All persons and groups using or renting school premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district in making needed repairs and replacements. The user shall indemnify and hold the Board of Trustees, school district employees, and the school district, harmless from any liability arising from any injury or property damage resulting from or in any way arising out of the use of school facilities by persons or community organizations.

SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES

Class I:

Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, such as PTA and booster organizations, the community college and/or community recreation district or similar organizations having a direct connection with education. When these groups are sponsoring activities for which no admission is charged, as well as any school district-sponsored activities and/or county and city or town governmental activities (i.e., elections, council meetings, etc.).

NO RENTAL FEES

Charges may be assessed for custodial services depending upon the nature and time of the event.

Class II:

Civic clubs, charitable and character-building organizations and other organized non-profit groups, but not including religious organizations which are conducting meetings or programs devoted to community education and/or child education for which no admission is charged.

Rental Rate: NONE

Deposit: NOT REQUIRED

Expense: Subject to estimated expenses incurred by the district to clean & maintain the facility

Class III:

All other non-profit civic, paternal, political, or service organizations and all religious organizations desiring the use of school facilities shall be charged the following rates:

Rental Rate:

High school, middle school, elementary, or

Other: Rate: \$25 DAILY

Gymnasium: Rate: \$25 DAILY

Cafeteria: Rate: \$25 DAILY

Other: Rate: \$25 DAILY

All rental charges set forth above are for use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at the full rate necessary to compensate those individuals at their regular salary rate in addition to the rental fee.

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR HIS DESIGNEE.

Deposit: \$100 per facility

Expense: Subject to estimated expenses incurred by the district to clean & maintain the facility.

RENTAL/USE AGREEMENT FOR USE OF SCHOOL FACILITY

Organization: _____

Date: _____

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are hereinafter referred to as LESSEE, shall at all times keep such premises and property in a clean, sightly, and healthy condition and shall not use or suffer or permit any person or persons to in any manner whatsoever use said premises or property for any purpose in violation of the laws of the United States and State of Montana or ordinances and regulations of the City (Town) of St. Ignatius or any lawful authority. Upon the expiration of any lease, right, or permit to use such premises or property, such LESSEE shall yield and surrender back to the school all of said premises and property in the same condition of cleanliness, repair, and sightliness as when received, loss by fire and reasonable wear-and-tear excepted.

In the event said premises and property are not kept in a clean, sightly and healthy condition or are not surrendered back to the school in the same condition of cleanliness, repair, and sightliness as when received, the school may replace such premises and property to the same condition of repair, sightliness, healthfulness, and cleanliness as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use said premises and property, to pay to the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property, together with all costs and attorney fees incurred by the school in collecting the amount thereof from the LESSEE.

User does further agree to indemnify and hold the Board of Trustees, all school district employees, and the school district, harmless from any and all liability arising out of any injury or property damage in any way associated with the use of the facilities by user, its members and/or invitees (guests).

The LESSEE has read and agrees to abide by the above as well as the rental fee listed

Below (if any) for use of the _____ between the hours of
(Facility)

_____ and _____ on _____
(Hour) (Hour) (Dates)

(Insurance Policy Data)

(CONTINUED)

Rental (Class _____)

Deposit Required

_____ YES; _____ NO.

Fees Assigned:

Custodial _____ hrs @ \$12.00 = _____

Other

Personnel _____ hrs @ \$12.00 = _____ (cooks, lighting, set up etc...)

Lessee

Signature

Title

Superintendent's Signature

Date

Equipment Requested:

Payment/Deposit Received _____
(amount/date)

Reviewed by Board: October 19, 2010