

### Facilities Use Agreement

Please complete this form for use of Wallace School District facilities and/or equipment. This form and approvals are required PRIOR to any use of facilities or equipment.

Facility Requested: \_\_\_\_\_

Date/ Hours of Requested Use: \_\_\_\_\_

Equipment Requested:

Tables #: \_\_\_\_\_ Lectern: \_\_\_\_\_ Screen: \_\_\_\_\_

Chairs #: \_\_\_\_\_ Projector: \_\_\_\_\_ PA System: \_\_\_\_\_

Other: \_\_\_\_\_

<b>*** District Use Only ***</b>
Custodial: _____
Equipment: _____
Site Rental: _____
<b>Total Charge:</b> _____

Organization or Individual Requesting Facility Use: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Insurance Coverage: : \_\_\_\_\_

Type of Event:  Public  Non-Profit  Commercial  Other/Govt

Purpose of Use:  School Related  Public/Non-School  Private/Commercial  Other

Activity:  Fund Raising  Community Service  Other

Admission Fee  YES  NO If "YES" - Amount of fee: \_\_\_\_\_

Date and Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

WSD393 FACILITY FEES		Additional Custodial/HR			
	Min Charge/HR	Max Charge/HR	Call Out	No Cleanup	Regular Cleanup
Gymnasium	\$50	\$60	\$20	N/C	\$25
Cafeteria	\$25	\$40	\$20	N/C	\$25
Commons	\$25	\$40	\$20	N/C	\$25
Classroom	\$10	\$10	\$20	N/C	\$25
Sather	\$50	\$100	\$20	N/C	\$25
Other	\$1 / Chair				
	\$3 / Table				

\* Assume additional cost for utilities, electrical, water and garbage

No charge should be made to groups who are technically a part of the public-school program. This can include such groups as Blue Birds, Camp Fire, Scouts, provided they do not require additional facilities such as extra custodial services, heat, light, or kitchen facilities. Any deviation from this schedule must reflect a waiver of policy. Outside agencies must get Panhandle Health approval for use of kitchens.

\* All Charges are based on a per-day charge. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$20.00 per hour for such additional employee.

**Premises and Conditions**

I. Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, or other drugs be sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. That no illegal games of chance or lotteries be permitted;
3. That no functional alteration of the premises or functional changes in the use of such premises be made without specific written consent of the District; and
4. That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services provided by the District (if any), the sum of \$ \_\_\_\_\_. This shall be due \_\_\_\_\_ days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney’s fees), damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual’s use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

**Non-Discrimination**

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**Wallace School District NO. 393:                      Requesting Organization/Individual**

By: \_\_\_\_\_ By: \_\_\_\_\_

Address: \_\_\_\_\_

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