

### Facilities Rental Agreement

1. One person and one only (hereafter called SPONSOR) will act in behalf of SPONSORING GROUP using the school facilities on all levels of responsibility.
2. A regular school custodian responsible for the building (hereafter called SCHOOL ATTENDANT) must be in attendance at all times when the facilities are being use by the public and if this should occur during a period when the SCHOOL ATTENDANT is not normally present, then it will be necessary to hire this employee for the time period the facility is being used. The salary of the attendant will be borne by the user.
3. The SPONSOR will meet with the SCHOOL ATTENDANT before the first member arrives and review the pre-checklist. The SPONSOR will work with the SCHOOL ATTENDANT throughout the period the building is occupied by this group to make sure that:
  - a. All members remain in the designated area.
  - b. Any person not authorized in this area will be removed.
  - c. No alcoholic beverages are used while members are on school property.
4. The SPONSOR will stay until the last member has left and review the post-checklist with the SCHOOL ATTENDANT. At this point, a determination will be made and agreed upon as to the custodial time required to ready the area for school use. Should equipment breakage occur due to misuse or should any member damage school property the group will be responsible for replacement or repair. Charges for employee time on premises shall be based on the employee's hourly rate plus overtime, where applicable, plus benefits.
5. A cook regularly assigned to the school lunch kitchen in that building must be in attendance at all times when the kitchen facilities are being used by the public. No foods, USDA Commodities, or supplies may be used or purchased by the public from the school lunch kitchen inventory.

After the meal is served and the clean-up finished, the sponsor will review the checklist with the cook. At this point, a determination will be made and agreed upon as to the time the cook has been on the premises.
6. The Superintendent or the Board may require a damage deposit which may be applied by the District to the cost of repairs caused by the use of the facility by the applicant.
7. Approval of an application for the use of school buildings and properties shall be subject to cancellation for good cause, specifically including the re-scheduling of school activities and/or meetings of an educational nature.
8. The applicant agrees to assume liability for all injuries and damages resulting from the

use of the premises and to defend and hold the District harmless from and against all claims resulting from such use.

NAME OF GROUP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

BUILDING BEING USED \_\_\_\_\_

AREA OF BUILDING BEING USED \_\_\_\_\_

DATE \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO: \_\_\_\_\_

SPONSOR'S PHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

ADDRESS OF SPONSOR \_\_\_\_\_

SPONSOR'S NAME \_\_\_\_\_  
(PRINT CLEARLY)

Damage Deposit \$ \_\_\_\_\_

To be returned upon completion of final checklist, if damage has occurred, damage deposit will be return less cost of repairs. Should repairs be greater than deposit, lessee will be billed for added amount.

Rental Fee \$ \_\_\_\_\_

Payable 48 hours in advance of facility usage.

Custodian and/or Cook Fees ( ) YES ( ) NO \$ \_\_\_\_\_

Insurance Certificate Required ( ) YES ( ) NO ( ) RECEIVED

The applicant states that insurance adequate to cover injuries and/or damages for this specific use is in force and will remain in force during the term of this agreement.

SIGNATURE OF SPONSOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

Principal

\_\_\_\_\_

Business Manager