

Blue Ridge CUSD #18

Facility use

This program has been developed to provide building administrators, involved in the approval of District facility use, the guidelines and forms to ensure that all necessary information is gathered for approval of an outside organization or group to use District facilities.

1. **Complete Application for use of District Facilities** – The following application must be completed in its entirety and signed by the organization or individual wishing to utilize District facilities. The information will assist the District in determining if the organization or individual may be approved for District facility use, including the dates and time of the event to be held, and adequate insurance coverage and liability protection.
2. **Review Facility Information**
 - a. **General Guidelines** - Anyone desiring to use District facilities should be made aware of, and understand this general information, before use of District facilities is approved. It contains rules and regulations, procedures for scheduling, as well as insurance and liability information.
 - b. **Facility Specific Guidelines** – Anyone desiring to use District facilities must meet with the Principal or Athletic Director to discuss procedures and rules specific to the event(s).
 - c. **Review Pricing and Terms**
 - d. **Facility Use Agreement** – After reviewing the Facility Information the representative of the organization or individual must sign, agreeing with the General Guidelines, Pricing, and Terms.
3. **Hold Harmless Agreement** – This agreement is completed by the organization or individual to provide documentation that all liability will be assumed by the organization or individual and not the District.
4. **Certificate of Insurance** – The organization or individual interested in using District facilities must provide a certificate of insurance. It proves that adequate insurance limits are in place for the organization or individual to be able to assume all liability for use of District facilities and provides protection for the District.
 - a. **Additional Named Insured** – When the organization or individual requests a certificate of insurance they must also request that the District be named as an additional insured on the organization's or individual's liability insurance policy. This provides an additional liability protection for the District and is less likely to be held liable in the event of a claim.
5. **Checklist for Facility Use** – Once all information is completed, this checklist is used to verify that all necessary documentation has been gathered and signed, before sending to the O & M Supervisor/Superintendent/Board of Education for approval.
6. **Letter of Approval** – Once the O & M Supervisor/Superintendent/Board of Education makes approval for facility use, this letter will be sent to the organization or individual notifying them of the approval. This also includes the date and time they were approved, as well as information about payment for use of the facilities.

Blue Ridge CUSD #18
Application for Use of District Facilities

INSTRUCTIONS: This form is to be completed, signed, and returned to the appropriate building administrator. The District will review your request and if approved you will be notified for facility use. A certificate of insurance including the District as an "Additional Named Insured", signed Hold Harmless Agreement, and signed Facility Use Agreement must be returned with this application before approval will be considered.

1. NAME OF ORGANIZATION: _____
2. NAME OF REPRESENTATIVE: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____
3. TYPE/PURPOSE OF EVENT: _____

4. FACILITY APPLYING FOR: _____
5. DATE & TIME PREFERRED: _____

1st Choice

- 2nd Choice

- 3rd Choice

7. EXPECTED DURATION OF EVENT (*Include set up and clean up time*): _____
8. IS THIS A SCHOOL RELATED EVENT _____ OR OTHER OUTSIDE EVENT _____
9. ANTICIPATED NUMBER ATTENDING: _____
10. ADMISSION PRICE: _____
11. SPECIAL REQUIREMENTS NEEDED (*i.e. Stage, Sound System, etc.*): _____

12. LIST ANY ITEMS YOU WILL BE BRINGING IN: _____

13. ROOM ARRANGEMENT INCLUDING DECORATIONS: _____
14. NAME OF CURRENT INSURANCE CARRIER: _____
15. CURRENT LIMITS CARRIED: _____
16. ARE YOU CHARGING A FEE? IF SO, DESCRIBE: _____

By signing below, I am authorized to act on this request for the organization named above. I understand that granting of this request does not constitute recognition of such organization as a District affiliated group and the group or organization will not represent itself or any of its activities as affiliated with the District.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

Applicant Signature

Date

Blue Ridge CUSD #18 Facility Information

General Guidelines

As a service to the community, it is the interest of Blue Ridge CUSD #18 to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the District. The use of District facilities for school purposes will have precedence over all other uses.

Facilities will only be used/rented to organizations outside of the District if there is a current certificate of insurance, hold harmless agreement, and application on file with the District.

Complaints or concerns regarding facility use should be directed to the O & M Supervisor.

Rules and Regulations

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities. A responsible adult (18 years of age or older) representative shall be present at all times. Organizations or individuals must also have adequate adult supervision to ensure proper care of and use of District facilities.

District facilities are generally not available for use after 10 p.m. except for specially approved events.

Organizations or individuals using District facilities are expected to adhere to all District policies. Failure to do so could result in cancellation of facility use privileges.

Organizations or individuals should not be in facilities other than when they are scheduled.

Duplicating keys is prohibited. If keys are duplicated, the offender will be charged the cost of re-keying the facility.

Procedure For Scheduling

Application for the use of school facilities should be made to the Unit Office at least Fourteen (14) days before the scheduled event, or in the case of an emergency would be based on availability.

The unit office personnel will accept paperwork and maintain the calendar. The O & M Supervisor handles conflicts, complaints, and key distribution.

Approval to use District facilities will be granted by the O & M Supervisor, Superintendent, or Board of Education in keeping with District policies and regulations.

Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Blue Ridge CUSD #18 as an additional insured for the period of time that the organization or individual will be using the District's facilities, as well as sign the District's Hold Harmless Agreement.

All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

All organizations or individuals must agree to use appropriate emergency procedures including calling 911 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used as described in Board policy 4:170-AP6 and 4:170-E6.

If school is cancelled, it is up to the organization or individual who scheduled the facility to decide if the activity or event will proceed or not.

Facility specific guidelines – Anyone desiring to use District facilities must meet with the Principal or Athletic Director to discuss procedures and rules specific to the event(s). An information sheet will be signed by the Principal or Athletic Director and provided to the potential renter. This signed sheet must be provided to District office before the facility use application is considered complete.

Pricing and Terms

All applications for the use of school facilities by others shall be filed and acted upon in order of their filing. The O & M Supervisor, Superintendent, or other school official authorized by the Superintendent, is granted authority to rent school facilities or to refuse the use of school facilities to any lessee, when in his or her opinion such use would not be in the best interest of the public. The application form shall be completed and the actual or estimated deposits and rental fee paid prior to approval and scheduling of the facility usage. Frequent renters are those that rent our facilities more than once per calendar year.

In general, the charge for the use of school facilities/grounds shall be based on the actual costs, including custodial services and ancillary expenses plus the appropriate amounts for the area requested. These costs are:

Utilities costs	\$15/hour will be the rate for all school buildings
Custodial Services	\$35/hour as appropriate
Ancillary Expenses	O & M Supervisor or Superintendent/Designee Determines
Kitchen Fee	\$35/hour for cost of school cook
District Grounds	Field prep for non school related activities will be charged on a time and material basis

Deposits:

- A \$50 clean up and damage deposit is required from all non-frequent renters. An additional deposit may be required for equipment usage and will be determined by the administration.
- A \$50 deposit is required for a key to be issued.
- Any keys issued must be returned to the Unit Office within 72 hours of the last day of rental or a \$150 fine will be assessed.

Group A: Student Groups and Recognized School District Organizations may use the facilities free of charge. They must complete the facility use rental process in order to use the facilities.

*If the kitchen is used a school cook must be present and fees apply.

Group B: Resident Rates – Facility Rates for Resident, Non-Profit Groups and Activities

Utilities costs	\$15/hour will be the rate for all school buildings
Custodial Services	\$35/hour as appropriate
Ancillary Expenses	O & M Supervisor or Superintendent/Designee Determines
Kitchen Fee	\$35/hour for cost of school cook
District Grounds	Field prep for non school related activities will be charged on a time and material basis

*If the kitchen is used a school cook must be present and fees apply.

Group C: Non-Resident Rates – Facility Rates for Other Groups Including Non-resident or For-Profit Groups (resident or non-resident) are double the resident rates listed for Group B with a minimum rate of \$75.

IMPORTANT NOTES:

- **If the kitchen is used a school cook must be present and fees apply.**
- **If food is served** then appropriate permits from the Health Department must be obtained by organizations or individuals using school district facilities. Temporary Food Permit application forms are posted at the school district website at www.blueridge18.org and at the Health Department website at <http://www.dewittpiatthehealth.com/forms/forms.php>.
- Groups A, B, and C using school facilities and charging admission fees (i.e. tournament) with the intent to profit from the events will be subject to double the normal hourly rate for the Group. Since Group A would normally pay no usage charge, they would be subject to the hourly fees for Group B.
- All fees must be paid within ten (10) days of the billing date. Failure to pay will jeopardize future rental. In certain cases the Superintendent may request payment at the time of the contract.
- If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%.
- The O & M Supervisor, Superintendent, and/or Board of Education under any circumstances have the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interests of the school or community.

Group Status: _____ Total Cost: _____

Facility Use Agreement

On behalf of _____ (*Organization Name*), I have read, understand, and agree to comply with District policy relating to the use of District facilities. I have read and understand the facility use information, and have been made aware of all costs associated with my use of the facilities.

Signature

Date

Blue Ridge CUSD #18

Hold Harmless Agreement and General Release for Use of District Facilities

Agreement made this _____ day of _____, 20____, by and between Blue Ridge CUSD #18 and,

_____ (hereby known as "Lessee") as follows:

For and in consideration of the use of Blue Ridge CUSD #18 facilities on _____, 20____, Lessee does hereby discharge and fully release Blue Ridge CUSD #18 from any and all damages, injuries, causes of action and liability arising out of the use of Blue Ridge CUSD #18, including but not limited to, all injuries received or which may at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Blue Ridge CUSD #18 to hold the said Blue Ridge CUSD #18 free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Blue Ridge CUSD #18 facilities on said date.

Further, the Lessee does hereby covenant and agree with Blue Ridge CUSD #18 to fully defend, at their expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Blue Ridge CUSD #18 facilities on said date.

Further, the Lessee does hereby covenant and agree with Blue Ridge CUSD #18 to fully pay and reimburse Blue Ridge CUSD #18 for any and all damage to Blue Ridge CUSD #18 facilities resulting from Lessee using said facilities on said date.

Blue Ridge CUSD #18

BY _____
O & M Supervisor

APPROVED:

Superintendent

Lessee

BY _____

Blue Ridge CUSD #18