

Box Elder School District

Administration

Building Rental Checklist

1. Is the date requested available?
After a school calendar is established rental requests may be taken by the school. If two or more groups request the same date the selection process will be done by a random drawing on a date established by the school.(2017)
2. Is the renter a Commercial or Non- Profit entity?
3. If Commercial, does the renter have proof of insurance? (Liability for all events)
Have them provide an insurance form.
4. Is the activity appropriate for the facility?
5. Fill out the agreement and have the renter sign it?
6. Do they understand they are responsible for all damage to the facility and extra supervision hours for setup and clean up?
7. Attach copies of the all forms with their payment and the payroll voucher for supervision and send it attention to payroll.
8. All activities that are not school activities or approved political party meetings must be charged rent, unless waved by the **Business Administrator.**
9. If an employee volunteers for supervision the Additional supervision fees will be waived, but not the rental fees.
10. City recreation leagues will be charged according to district contracts currently \$10 per hour for recreation areas. Competitive teams and employees have been extended the same fee. Principal approved supervision is a condition of the competitive and employee renters. Rental permits are still required for all but city recreation leagues who have standing contracts.(2018)