

FLOODWOOD SCHOOL
COMMUNITY USE OF THE SCHOOL FACILITIES
(pertains to Policy 902)

SPECIAL PROVISIONS OF THIS AGREEMENT FOR THE SPONSOR OF ACTIVITY

We hereby agree to enforce all of the following regulations of the Floodwood School district:

1. In accordance with the Floodwood School district policy creating a tobacco free environment, we will not allow smoking in any part of the building or campus and agree to enforce this regulation.
2. No drinking or use of illegal drugs will be permitted in any part of the building or grounds and we agree to enforce this regulation.
3. No parking will be allowed except in designated areas.
4. To indemnify the Floodwood School district for any and all damage to the school or other property by any person or persons attending the affair, and likewise to indemnify the school district against all liability and all damages to any person or persons for injuries, including death. Responsibility for loss, breakage or need of repair, or any piece of equipment rests with the organization renting the building or grounds and the person signing this agreement will report it to the Principal.
5. Only such equipment as stated under "special services" shall be provided.
6. We shall be limited to the facilities specified in this agreement and will be responsible for keeping the group in these locations only.
7. Keys are assigned only by the Administrative Assistant and are not to be loaned to any other person. Keys are to be returned when the building permit expires

The organization's representative/supervisor has read and agrees to the terms and conditions as stated by the attached Floodwood School Board of Education in the district Policy #902-Use of School Facilities and Equipment.

- I. THE FOLLOWING GUIDELINES SHALL BE APPLICABLE:
 - A. School activities shall receive prime consideration for scheduling of facility usage.
 - B. The final authority concerning the scheduling of the school facilities usage constitutes a responsibility of the Principal or the designated representative.
 - C. Unless it is a school sponsored or Community Education activity, liability insurance is required for all tournaments, special events and performances where the public is invited and charged an admission fee to attend. The Floodwood School district required level of insurability limits is \$1,000,000 combined single limit. All policies should name the Floodwood School district as "additional insured" and shall hold the Floodwood School district blameless for any injuries, alleged injuries, or death arising in or from the use of school facilities or equipment.
 - D. Charges will be made to all non-public school groups when usage requires the services of personnel at such times when the appropriate personnel are not normally on duty.
 - E. Damage to the building/grounds or equipment beyond normal "wear" requiring repair shall be the financial responsibility of the user.
 - F. The following types of activities are not permitted:
 1. Activities promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
 2. Any activity that tends to violate good manners, morals, or taste.
 3. Activities that would tend to be injurious to the facilities and equipment.
 4. Activities that are discriminatory in nature.

- G. It is required that appropriate representation/supervision be present at all times when building/grounds or portions of buildings are used by non-school personnel.
- H. All usage of school buildings or grounds shall be predicated upon strict adherence to the non-consumption of alcohol or use of illegal drugs on the school premises.
- I. Groups utilizing the facility for certain activities/events may be required to have each individual or parent/guardian sign a liability waiver release form. Requests for the use of the school facilities will be considered in accordance with the priority schedule. The intent to make available the district's facilities on a continual basis, whenever possible, to all district residents.
- J. Commercial groups (for profit)
 - 1. Banquets
 - 2. Performances
 - 3. Promotions
 - 4. Recitals (admission charge)
 - 5. Sports camps brought to the school.

Note: The illustrations of various groups within each priority grouping are illustrations and should not be construed to represent an all-inclusive listing.

II. FEE SCHEDULE FOR THE USE OF THE BUILDINGS AND GROUNDS:

A. Additional Personnel

- 1. Custodial Service: When buildings or portions of buildings are used by non-public school activities at such times as appropriate custodial personnel are not on duty, an hourly charge will be made. The charge will be based upon 1.5 times the hourly rate of compensation for the custodian. Minimum charge is two (2) hours of service. The time to be charged shall be the sum of the following:
 - a. Hours of activity
 - b. Required pre and post activity time required for preparation and cleanup
- 2. Food Service: Groups desiring to use the kitchen facilities which require the usage of ovens, peelers, dishwasher, etc., shall have kitchen personnel on duty. When kitchen facilities are being used for non-school public activities at such times as appropriate food service personnel are not on duty, an hourly charge for required personnel will be made. The Food Service supervisor shall assign appropriate lunch program personnel for supervision of the kitchen. Compensation shall be computed by multiplying the regular hourly compensation for the lunch program employee times 1.5. Minimum charge is two (2) hours of service. The time to be charged shall be the sum of the following:
 - a. Hours of activity
 - b. Required pre and post activity time required for preparation and cleanup

Note: Buildings or portions of buildings may not be used without the continual presence of appropriate school custodial personnel or other authorized individual.

Note: In the event that buildings or portions of buildings are used at such times, as appropriate personnel are present, charges based upon hourly compensation shall be assessed for any pre or post activity services, which are required.

Note: Groups desiring to use the kitchen facilities only for serving coffee/beverage preparation will not require the presence of kitchen personnel.

B. Space Fees

1. Building

<u>Priority Category</u>	<u>Cafeteria/ Kitchen</u>	<u>Gym</u>	<u>Class Room</u>	<u>Band Room</u>	<u>Computer Lab</u>	<u>Wood/Auto Shop</u>	<u>Home-Ec Room</u>
1. Public School Activity	NC	NC	NC	NC	NC	NC	NC
2. Government Functions	NC	NC	NC	NC	NC	NC	NC
3. Non-Profit Public/ Service Organizations	NC	NC	NC	NC	NC	NC	NC
Fundraising Events	NC	NC	NC	NC	NC	NC	NC
4. Special Interest/ Non- Profit Organizations	\$25	\$50	\$10	\$25	\$25	\$25	\$25
Fundraising Events	\$25	\$50	\$10	\$25	\$25	\$25	\$25
5. Groups with Select Membership	\$25	\$50	\$10	\$25	\$25	\$25	\$25
6. Political/Professional	\$25	\$50	\$10	\$25	\$25	\$25	\$25
7. Private Non-Profit Groups	\$25	\$50	\$10	\$25	\$25	\$25	\$25
8. Commercial Groups (profit)	\$25	\$50	\$10	\$25	\$25	\$25	\$25

2. Grounds

<u>Priority Category</u>	<u>Softball/Baseball Fields</u>	<u>Play- ground</u>	<u>Football Field</u>	<u>Basketball Courts</u>
1. Public School Activity	NC	NC	NC	NC
2. Government Functions	NC	NC	NC	NC
3. Non-Profit Public/ NC Service Organizations	NC	NC	NC	NC
Fundraising Events	NC	NC	NC	NC
4. Special Interest/ Non- Profit Organizations				
Fundraising Events	\$25	\$25	\$25	\$25
5. Groups with Select Membership	\$25	\$25	\$25	\$25
6. Political/Professional	\$25	\$25	\$25	\$25
7. Private Non-Profit Groups	\$25	\$25	\$25	\$25
8. Commercial Groups (profit)	\$25	\$25	\$25	\$25

*Note: Fee includes lighting.

3. Equipment.

All groups using school equipment for their activity will be subject to a rental fee. Personnel using the equipment should be properly trained on the use of the equipment.

Tables/Chairs – no charge
 Popcorn Machine - \$25 per event
 Coffee Maker - \$10 per event
 PE/Athletic Equipment - \$25 per event
 PA System – \$10 per event
 Phone lines – \$10 all lines
 Computers – \$10 per computer
 Smart Boards - \$10 per board
 Big Screen - \$10 per event

Any other equipment needs - \$25 per event

Note: Fees listed above, for both buildings and grounds, are for 12 hour usage periods unless otherwise noted. Functions lasting longer than one time period will be required to pay space fees for each additional time period or use. Special provisions may be requested but must receive prior approval.

Note: The fee schedule is subject to revision without prior notice at the discretion of the Floodwood School board of Education.

C. Other Conditions:

1. The temperature level, specifically on weekends, will not be altered to accommodate groups.
2. Any damage shall be the financial responsibility of the user.
3. Private or commercial groups desiring to use the building for a profit making endeavor must present their request to the Floodwood School Board of Education. The intent is to encourage maximum use of the building and each building permit issued will be issued upon consideration of:
 - a. Convenience to the district
 - b. Preservation of the facility
 - c. Intended use
 - d. Ability to the user to assure proper supervision of facility
 - e. Responsibility of district to assume responsibility of furnishing space