

St Paul School District 45

Code: KG-AR
Revised/Reviewed: 3/13/17; 9/09/19
Orig. Code: KG-AR

Agreement for Use of District Facilities

Name of organization/individual: _____

Contact number: _____ Facility to be used (be specific) _____

Date(s): _____ Time(s): _____ Number of participants: _____

This agreement shall expire on _____ (date).

Rental Fee Non-school Groups \$40/hour (payable at time agreement is signed) _____

The district requires a \$80 deposit to cover use and cleaning of facility if required.

*****PLEASE PICK UP A COPY OF THE SIGNED AGREEMENT AND BRING TO EVENT.*****

Terms of Agreement

1. The St. Paul School District #45 **reserves the right to cancel its obligation** to the above-named organization/individual at the district's discretion without prior notice.
2. **Non-school groups** must provide a certificate of insurance showing proof of coverage and naming the St. Paul School District as an additional insured.
3. **Absolutely no district equipment** is to be used by the above-named organization/individual without first receiving written prior permission from the building principal. Failure to follow these instructions will cancel the agreement between the organization and individual and the district.
4. **Absolutely no keys** to district facilities will be issued except under special circumstances, then only with the written permission of the superintendent.
5. **Under no circumstances shall any alcoholic beverages, inhalant delivery systems or tobacco products be allowed on the district premises.**
6. **Indemnity:** The organization/individual agrees to indemnify, defend and hold harmless the district, its officers, employees and agents from all claims, demands and actions of law arising from the negligent or wrongful acts, errors or omissions of the organization/individual, its officers, employees or agents, including the prosecution or defense of any appeal from any judgments, and of which arise out of the organization/individual's use of the facilities herein described.

Signature of Organization Representative or Individual

Date

Signature of Building Principal

Date

Signature of Superintendent

Date

**St Paul Elementary School
Guidelines for Facility Use**

1. Using district equipment is not allowed unless **previously** cleared by the building principal (*is this still the appropriate position?*).
2. The stage and all furniture, equipment, etc. stored on it are **not available for use**.
3. There is to be **no** use of the physical education storage area except to access the light switch for the multi-purpose room.
4. No access or use of the kitchen or storage area unless approved for use.
5. The drinking fountain and restroom are the only use available in the hallway. **No loitering.**
6. Individuals **you** let into the facility become **your direct responsibility**.
7. Issuance of keys will be made to the **person named on Facility Use Agreement** and becomes your responsibility. Keys are not to be loaned out or transferred without prior approval of district principal.
8. You are encouraged to use the facility within your time allotment and clean up when you are finished.
9. All **lights** need to be **turned off** when not in use and upon departure.
10. **All doors must be closed and locked** when not in use and upon departure.
11. **Alarm set if applicable.**
12. **Absolutely no sports equipment (e.g., balls, bats, etc.) are allowed in the hallway.**

We ask for your total cooperation so we can continue to allow outside groups to use our facilities.

Signature

Date