

Request for Use of School Facility

Date of Application: _____

Facility desired: _____

Date or dates desired: _____

(Keep in mind if you need the day before or after for set up/clean up)

Hours desired to be in facility, including set-up and clean-up time:

Intended use of facility: _____

Group desiring to use facility: _____

Group Contact Name: _____ Phone Number _____

Group Contact Address: _____

Do you have need for security? Yes No

If security is requested, you will be responsible for paying at their established rates for the resource officer. If you use your own officer, he/she must be approved by the Superintendent and you must provide a copy of their current Certificate.

Board policy requires the presence of a responsible representative of the school when outside groups have use of PSD facilities. If a PSD representative is in your group, please indicate who this person is and if they would be able to accept responsibility for opening the facility, being present during the stated hours, and closing/securing the building for your group at no additional charge to you, if approved.

Paris School District Representative will be: _____

(Attach the **Statement of Responsibility for Facility Use**)

We understand that these forms must be submitted to the Superintendent's Office no more than 120 days before the event and **no later than 30 days before the event date**. We further understand that the school is in no way liable or responsible for lack of suitability or

performance of the facility requested and that we are liable for any damages done to the school facility. We will pay for the repair or replacement of any facility or school property damaged while in our possession.

We shall indemnify and hold harmless PSD from any and all claims, costs, debts, expenses, damages, and injuries that may arise out of or be in any way connected to PSD's rental of facilities or to any person attending the event.

Signature of Authorized Group Rep

Date

Bottom portion to be filled out by Sups Office Representative

Initials of Sups Office Rep

Date forms are turned into Sups Office

_____ Statement of Responsibility for Facility Use

_____ Copy of 1million dollar Insurance Certificate

_____ Copy of Off Duty Officer Certificate

Approved _____ Denied _____
(Signature of Facilities Director on appropriate line.)

Fees Charged: \$ _____ (See attached sheet)

Collected by _____ on _____
Cash/Check # _____

Entered on the Online Facilities Calendar on _____

**Paris School District
Statement of Responsibility for Facility Use**

As a Paris School District employee, I agree to serve as the official representative for the facility during the following event(s):

_____ for
(Name of requesting group)

the use of _____ on

(Facility requested) (Date)

from _____ to _____ or
(Beginning time) (Ending time)

By signing this responsibility statement, I agree to open, close, and secure the facility (including lights on/off, sound systems or other equipment on/off, unlock/locking all doors and make sure trash has been taken out and we have cleaned up returning the building back to the original condition), be present during the stated hours above, and ensure that PSD property is treated with respect. I understand that it is my responsibility to report any misconduct or damages that may occur during the facility use.

PSD Employee Signature

Date

Phone number of PSD Employee

This form must be filled out and turned into the Superintendent's office 30 days prior to using the facility.

_____ Resource Officer Needed

_____ Private Officer Used _____

Officer's name

Cell Number

_____ Resource Officer is NOT needed.

6.14 Public Use of School Buildings

It is the policy of the Board that Paris District school buildings may be used by citizens of the district to conduct lawful meetings provided such meetings do not interfere with the regular school work. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.

The District shall establish a fee schedule for the use of school facilities. Charges made for the use of school facilities shall reflect the actual costs (e.g. labor, utility, and materials) incurred by the District.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, or other school vehicles is prohibited. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. A.C.A. § 6-21-609

Firearms or weapons (as defined in A.C.A. § 5-73-120) of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.*

Legal Reference: A.C.A. § 6-21-101
A.C.A. § 5-73-120
A.C.A. § 6-21-609
A.C.A. § 5-73-119
A.C.A. § 5-73-306

Date Adopted: June 26th, 2014

6.14.1 General Procedures Governing the Rental and Use of School Facilities

The buildings and facilities of the Paris School District No. 7 of Logan County, Arkansas (the "District") serve the fundamental purpose of insuring that the youth of the community receive the benefits of a sound education. As a compliment to this fundamental purpose, the District's buildings and facilities ("District Facilities") also serve the community at large. Therefore, it is the policy of the Board of Education of the District to make District Facilities available to the community when not in use for other school activities.

Usage of District Facilities will be restricted to individuals or groups whose activities benefit the residents of the District. The District will not extend use of District Facilities to any organization or group whose policies advocate the advancement of any doctrine or theory subversive to the laws of the United States of America or the State of Arkansas. The District also reserves the right to refuse the use of buildings and facilities to any group whose usage might be detrimental to the facilities or create a disturbance.

All activities conducted in District Facilities shall be open to all persons without regard to race, color, religion, national origin, or sex, and shall be conducted in accordance with all local, state and federal ordinances, laws and regulations. Users must specifically comply with all the federal and state equal opportunity laws and regulations prohibiting discrimination on the basis of gender, ethnicity, disability, religious or political affiliation. Approval of the use of District Facilities by an organization for non-school purposes will not constitute endorsement by the District of that organization or its beliefs and purposes.

The user shall be responsible for the conduct and control of participants and shall ensure that all applicable fire and safety regulations are followed. The maximum number of participants permitted in any facility shall be restricted to its seating capacity as indicated by fire regulations.

Use or possession of tobacco (including e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor), alcohol or illegal drugs anywhere on school property is strictly prohibited. Use or possession of firearms or other weapons, as well as gambling, are also prohibited. Failure to comply will result in an immediate request to leave District Facilities and will void any future rentals.

Terms and Conditions

Indemnity

Each user of District Facilities shall defend, indemnify, and hold harmless, the Board of Education of the District and the District's employees, agents, successors, and permitted assigns from and against any and all claims, demands, suits, causes of action, damages, losses, fines, assessments, costs, and expenses, including but not limited to reasonable attorneys' fees, settlement amounts, damages awards, and product warranty and recall expenses, whether for commercial loss, property damage, bodily injury, a violation of any law, regulation, code, or standard, including industry standards, or any other form of damage, arising directly or indirectly from or out of any action or omission of the user of District Facilities. The user further agrees to make full restitution for any and all damages incurred during the use of District Facilities.

Insurance

Each user shall maintain general public liability insurance at its own expense, in an amount not less than one million dollars (\$1,000,000.00) per occurrence.

Supervision

Proper security and supervision of participants must be maintained at all times. One adult per thirty (30) participants is required at all times. One person shall be designated as being in charge of and responsible for the event. This person will be directly responsible to the administrator of the school in which the event is scheduled,

and will also be accountable to fulfill the terms of the Facility Rental Agreement (the "Rental Agreement") for each event. Additional requirements for large events are found in the Rental Fee Schedule.

Return Condition

All District Facilities will be returned to a suitable condition under the supervision of a District employee. Users will ensure that all District Facilities are reasonably clean and free from litter at the end of the period of usage. It will be the responsibility of the applicant to see that **all persons** have vacated the school buildings and grounds promptly at the time specified in the Rental Agreement and that the building is securely closed. Custodial charges are found in the Rental Fee Schedule.

Transfer

The Rental Agreement is not transferable to any other person or group (subleasing is not permitted), and rental is restricted to the conditions agreed to herein.

Agreement of Time

The hours listed will include both entry and exit time for the facility, rehearsal, set-up or practice time needed prior to the scheduled event and for clean-up after the event. Groups must adhere to the hours stated in the Rental Agreement. All rental and custodial fees will be assessed on a two (2) hour minimum. Events greater than two hours require approval.

Specified Area Use

Users must confine their activities to those facilities for which a rental request was approved. The only allowable facilities to be used other than those specified in the Rental Agreement are the restrooms and drinking fountains in the nearest proximity.

Authority

Athletic & Building Facilities: The Maintenance Supervisor along with the Superintendent will be the approving authorities for use of athletic facilities. The user will submit all signed documents to the Superintendent's Office where final approval will be granted or denied. Final confirmation of approved facility rental will be sent to the applicant.

Fees

Users will be assessed appropriate fees to use District Facilities, as determined by their priority grouping. These fees may include, but are not limited to facility fees, utility fees, off-duty staff fees, custodial fees, operation of equipment, continuous long-term rentals, and other additional equipment or maintenance fees. Applicable fees must be submitted to the Superintendent's within five (5) working days of receiving invoice.

Concessions at Athletic Events

No food or drink will be sold during the use of District Facilities without prior written approval. All concession sales must strictly adhere to any District contracts with food and drink vendors.

Fields/Weather Conditions

Athletic fields may be available for community use pending approval from the Maintenance Supervisor. This use is subject to cancellation or rescheduling due to weather conditions, field conditions, or maintenance operations. Fields too wet to play on will be closed at the discretion of the Superintendent and/or Maintenance Supervisor.

Equipment & Technology

Building rental does not include the use of technology or audio-visual equipment. This equipment is not to be used unless prior approval has been granted. Requests for additional equipment must be made at time of application. Off-duty staff fees may apply.

Long-term Usage Agreements

Long-term or repeated use of District facilities must be arranged and coordinated with the Maintenance Supervisor and the Superintendent and will be approved on a case-by-case basis.

Exceptions

Any exceptions to these procedures may be made only through a review committee consisting of the Maintenance Supervisor, Superintendent, the Curriculum Director and the Principal of the building in question. The District reserves the right to refuse or to cancel any Rental Agreement for the use of District Facilities when it is deemed that such action is in the best interests of the District.

The Representative

Presence of a school staff member may be required when a District Facility is in use. If a school staff member is required, additional fees may apply. Also, for large events our District Resource Officer may be required. Additional fees will apply. Or, an off duty officer may be hired or donate his/her time to your group. This off duty officer may be used with prior approval. (Definition of a "Large Group" will be determined by the Superintendent and Maintenance Supervisor.)

Agreement

Applications for use of a District Facility shall be made by submitting the Rental Agreement at least fourteen (30) days in advance of an event. Prior to the use of a District Facility, a Rental Agreement must be completed and approved by the Maintenance Supervisor or Superintendent. The Rental Agreement shall be made on either a single-event or a month-to-month basis with termination by either party upon seven (7) days' notice.

Cancellations or Changes

Any Rental Agreement may be cancelled by the District in favor of school activities. Reasonable effort will be made to offer alternative spaces and to give timely notification in the event of unavoidable circumstances requiring changes. Any changes to the agreed-upon time and school location must be negotiated a minimum of two (2) working days before the scheduled event. Both parties must approve of the changes on the Rental Agreement. If the need arises to cancel the scheduled event, the user shall notify the District as soon as possible. Refunds will only be made when cancellations are requested by the user at least 48 hours in advance. If the District finds it necessary to cancel the scheduled event due to weather conditions or emergencies, all fees shall be returned in full to the user.

Group Priority Categories

District Facilities will be made available for community use as long as there is no conflict with official school schedules according to the following priority and rental rate groupings:

Group A: School-related groups - organized for the expressed purpose of supporting authorized district programs and sponsored activities (PTA/PTO, booster organizations, wellness programs, committee meetings, school activities, sports events, dances, carnivals, concerts, Scouts, recreation associations, 4-H, Boys & Girls Club, etc.)

Group B: Organized community non-profit groups

Service and civic clubs, charitable organizations, homeowner's associations, community arts groups, community concerts, ballet and music recitals)

Group C: For Profit Groups or Individuals or Community Social Groups (Anytime a fee is charged for those to participate/enter the event and the group or individual profits.)(Birthday parties, Wedding Events, etc...) There will be no long term use agreements for "for profit groups/individuals".

The Superintendent and/or his/her designee will decide if a group is "for profit" or "not for profit".

Date Adopted: June 26, 2014

General School Facilities

July 1, 2014

Rental Fees (Per DAY) Facility	Group A	Group B	Group C	Faculty and or Resource Officer Fee \$25 per hour min 2 hours.	Facility Deposit Fee (Returned upon Maintenance cleared inspection)
	School Related Groups	Organized Non-Profit	For Profit Groups	(This fee waved with an approved Statement of Responsibility Use Agreement)	
High School					
Cafetorium	NC	NC	\$100	\$50	\$100
High School Library	NC	NC	\$50	\$50	\$100
Main Gym	NC	NC	\$150	\$50	\$100
Auxiliary Gym	NC	NC	\$150	\$50	\$100
Track/Football Field	NC	NC	\$150	\$50	\$100
Practice Football Field	NC	NC	\$50	\$50	\$100
Outside Volleyball Court	NC	NC	\$50	\$50	\$100
Junior High					
Auditorium	NC	NC	\$150	\$50	\$100
Cafeteria	NC	NC	\$150	\$50	\$100
MS Library	NC	NC	\$50	\$50	\$100
Safe Room	NC	NC	\$100	\$50	\$100
Middle School Gym	NC	NC	\$150	\$50	\$100
Old Football Field/Track	NC	NC	\$150	\$50	\$100
Board Room	NC	NC	\$50	\$50	\$100
Elementary					
Cafeteria	NC	NC	\$100	\$50	\$100
ES Library	NC	NC	\$50	\$50	\$100
ES Gym (Rubber Floor)	NC	NC	\$100	\$150	\$100
Tennis Court	NC	NC	\$100	\$50	\$100
Softball Field	NC	NC	\$150	\$150	\$100