

STEWARDSON STRASBURG CUSD #5A

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 protections.
2. **Review Facility Information**
 - a. **General Guidelines** - This is the general information that anyone desiring to use District facilities should be made aware of, and understand, before approval to use District facilities is made. It contains rules and regulations, procedures for scheduling, as well as insurance and liability information.
 - b. **Review Pricing and Terms** – Pricing for use of district facilities shall be determined by the Superintendent and Board of Education.
 - c. **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 so the District 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 Superintendent/Board of Education for approval.
6. **Letter of Approval** – Once the 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.

**STEWARDSON STRASBURG CUSD #5A
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: _____

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: _____

11. NAME OF CURRENT INSURANCE CARRIER: _____

12. CURRENT LIMITS CARRIED: _____

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

STEWARDSON STRASBURG CUSD #5A FACILITY INFORMATION

GENERAL GUIDELINES

As a service to the community, it is the interest of Stewardson Strasburg CUSD #5A 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.

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 representative shall be present at all times.

Organizations or individuals not directly associated with the District must have a school employee in attendance at all times. The organization or individual must also have adequate adult supervision to ensure proper care of and use of District facilities.

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.

Procedure For Scheduling

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

Approval to use District facilities will be granted by the 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 Stewardson Strasburg CUSD #5A 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.

PRICING AND TERMS

Pricing for use of the district's facilities shall be determined on a case by case basis by the Superintendent and Board of Education.

The Superintendent and/or Building Principal 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.

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 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%.

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

**STEWARDSON STRASBURG CUSD #5A
HOLD HARMLESS AGREEMENT AND GENERAL RELEASE
FOR USE OF DISTRICT FACILITIES**

Agreement made this _____ day of _____, 20____, by and between Stewardson Strasburg CUSD #5A and,

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

For and in consideration of the use of Stewardson Strasburg CUSD #5A facilities on _____, 20____, Lessee does hereby discharge and fully release Stewardson Strasburg CUSD #5A from any and all damages, injuries, causes of action and liability arising out of the use of Stewardson Strasburg CUSD #5A, 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 Stewardson Strasburg CUSD #5A to hold the said Stewardson Strasburg CUSD #5A 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 Stewardson Strasburg CUSD #5A facilities on said date.

Further, the Lessee does hereby covenant and agree with Stewardson Strasburg CUSD #5A 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 Stewardson Strasburg CUSD #5A facilities on said date.

Further, the Lessee does hereby covenant and agree with Stewardson Strasburg CUSD #5A to fully pay and reimburse Stewardson Strasburg CUSD #5A for any and all damage to Stewardson Strasburg CUSD #5A facilities resulting from Lessee using said facilities on said date.

STEWARDSON STRASBURG
SCHOOL DISTRICT #5A

BY _____
Principal

APPROVED:

Superintendent

Lessee

BY _____

**STEWARDSON STRASBURG CUSD #5A
CHECKLIST FOR FACILITY USE**

The following items must be completed and turned into the District before any approval for District facility use will be considered. Please ensure that all items are check marked.

- Facility Use Application
- Certificate of Insurance – Naming the District as an Additional Insured
- Signed Hold Harmless Agreement
- Signed Facility Use Agreement

The following must be completed after the approval or denial of the group or individual for use of District facilities and filed.

Please check one: _____ Approved _____ Denied

Additional information regarding approval/denial of application:

By: _____
Name & Title _____ Date _____

- Approval/Denial letter sent to group or individual _____
Date _____

Date

Name

Address

City State Zip

Dear _____ :

This letter is to inform you that Stewardson Strasburg CUSD #5A has approved your application for use of *Facility Name* on *Date* from *time to time*. The amount due for use of the facility is *amount* to be received by the District no later than *date*. If for any reason the event is cancelled the District must be notified at least 24 hours in advance and payment for use of facilities will be refunded. Please contact our office if there are any questions or concerns. Thank you.

Sincerely,

Name, Superintendent

Stewardson Strasburg CUSD #5A