

Basin School District Facilities Use Agreement

PROCEDURE

1. Apply to the building administrator(s) using the application supplied by the District. Applications should be made to the administrator of the requested facility. Applications can be obtained from the buildings secretary and submitted two or more calendar weeks in advance.
2. The building administrator will forward the application to the necessary personnel (superintendent, maintenance supervisor, activities director and kitchen supervisor).
3. Applicant will be notified within four working days as to whether their application has been approved and any additional conditions that will be required.
4. Check in and check out procedures will be made with the building administrator and/or maintenance supervisor.

GENERAL REQUIREMENTS

1. The superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.
2. No district facilities or equipment will be rented to any profit-making organization or individual for private or commercial use not directly associated with the schools.
3. The gymnasium and all classrooms in this district are not for rent except under special conditions.
4. School district equipment or property will not be loaned to individuals or organizations unless such a loan is part of an agreement for rental or use of district facilities. Nothing in this policy will prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.
5. The approved applicant must agree to:
 - a. Save and hold harmless the district;
 - b. Assume full responsibility for all liabilities arising incident to occupancy or use; and
 - c. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the district facilities.

SPECIAL REQUIREMENTS AND RESTRICTIONS ON USE

1. An extra hourly overtime rate may be charged for supervision and/or custodial services.
2. A cleaning deposit may be required at the discretion of the building supervisor.
3. The following activities will not be allowed on district property:
 - a. Consuming or using tobacco, alcohol, or drugs;
 - b. Engaging in games of chance or any activities that suggest gambling or games of chance; or
 - c. Teaching or promoting of any activity that is intended to disrupt or damage the district.
4. Additional restrictions on use of district facilities and equipment:
 - a. Any special decorations must be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.
 - b. The selling or consuming of food or drink in auditoriums, gymnasiums, or other sitting areas must be approved by the superintendent.
 - c. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation will be paid by the applicant.
 - d. The applicant may be required to provide supervision and police security, including the conduct of persons in or on district property or facilities, as determined by the superintendent.

Rent and Deposit

	<u>Rent</u>	<u>Deposit</u>
Regular Classroom	\$25	\$35
Cafeteria	\$25	\$50
Gymnasium	\$35	\$50
Locker Rooms	\$25	\$35

