

COMMUNITY RELATIONS

FACILITIES USE AGREEMENT

- This form must be submitted to the school or district office 10 days prior to the requested usage.
- Please check our District Web Site -www.sd83.k12.id.us – for available facilities and times.
- Please note, in the event a school function has been rescheduled due to unforeseen circumstances, non-school functions may be bumped or rescheduled.

Date Submitted: _____ Contact Person: _____

Organization or Individual Requesting Facility Use: _____

Mailing Address: _____ Phone: _____

Email Address: _____ Cell Phone: _____

School Site Requested: _____ Facility Requested: _____

Please Note: A member of the kitchen staff must be present anytime use of the kitchen is requested. It is the responsibility of the requestor to compensate the kitchen personnel for their time.

Date(s) & Time(s) of Requested Use: _____

If more the five dates/times are requested, please attach a list

Purpose of Use: _____

Type of activity: Fundraiser Non-Profit Private/Commercial Other _____

Services Needed: Open/Close Custodial Kitchen Equipment Other _____

Requestor may be required to have a **Certificate of Insurance** on file at the District Office. If there is not a valid certificate on file, your use of facilities may be denied until one is submitted.

Do you have a valid Certificate of Insurance on file at the District Office? ___ YES ___ NO

Important: You are required to clean up and return your meeting area to its original condition. If the District has to clean or repair the facility after your usage, you will be responsible for wages or materials used and repairs.

Keys/Card Lock: Arrangements for Open/Close are the responsibility of the user. Contact the building Principal if access will occur during school hours. There is a **\$15 refundable key/card lock** deposit, which **will be forfeited if the key/Card Lock is not returned** by the agreed upon date entered on this form.

Do you require a key/card lock for building access? YES NO

If you answered YES above:

What date and time will you pick up the key/card lock for the building? _____

What date and time will you return the key/card lock for the building? _____

(All keys/card locks must be returned within 3 days after usage)

OFFICE USE

Approval of Facility Use

Facility Request Approved: YES NO

Principal's Signature: _____ Date: _____

All category three renters (Private/Commercial Users) will require superintendent and/or board approval.

Superintendent/Board Signature: _____ Date _____

Upon final approval, building principal or designee will notify the requestor the form is approved and make other applicable arrangements.

Note to building: Enter usage information on the District Calendar

Key/Card Lock: Building principal or designee must collect \$15 key/card lock deposit.
This form may serve as verification.

Key/Card Lock collected by: _____ Date: _____

Building: _____ Requestor: _____ Receipt # _____

Key/Card Lock Return Information

Was the key/card lock returned on the agreed upon date? YES NO

Key/Card Lock deposit refunded to: _____
Renter's Signature

If you answered NO to the above, please forward the \$15 deposit to the District Office for deposit and contact the Facilities Director immediately to deactivate the key card.

Other Fees to be charged to renter:

Rental Fee: \$ _____ Open/Close Fee: \$ _____

Utility Fee: \$ _____ Custodial Hours: \$ _____

Kitchen Hours: \$ _____

Did your custodian report any damage to the building? YES NO

If there was damage, please have the maintenance/custodial department assess the damage to determine charge user is responsible to pay.

Estimated Damage Cost: \$ _____

Note to Buildings: For all usage other than category three usages, please submit this entire form to the District Office after key/card lock has been returned and other applicable fees/charges/hours have been entered on this form. For category three usages, please submit this form to the Superintendent for approval; after approval it will be returned to you to complete as stated above. All rent is due prior to usage. (All Facility Use Agreements must be submitted to FacilitiesOffice)