



WEST JEFFERSON SCHOOL DISTRICT #253

FACILITIES USE CONTRACT

This is a tobacco, alcohol, and drug free campus. Usage is not allowed on school premises.
[Idaho Statutes 23-612]

Name of User: _____

User Phone Number: _____ Date: _____

Home Cell

Facility to be Used: _____

Building, Room, Field, etc.

Table with 3 columns: Date(s) & Time(s) of Use, Date(s), Time(s). Includes blank rows for entry.

Information:

- 1. The building principal is immediately responsible for the control of the buildings.
2. The building principal will know who is using the facilities and for what purpose.
3. Non-school sponsored fund raisers will be cleared through the superintendent.
4. Persons granted use of the facility will be responsible for the facility and supervision.
5. Payment for any damages occurring during use is the responsibility of the user.
6. When activity is complete, user will clean and secure the facility:
- Equipment/Furnishings returned/stored
- Building Cleaned
- Garbage Removed
- Lights Off
- Windows Closed
- Doors Locked
- Unauthorized person(s) have left

NOTE: -> Rent and Supervision/Custodial charges for building use are to be collected in advance.
A \$500 security deposit will be collected and returned (less damage cost) for gym use.

Indemnity Agreement:

The undersigned being an agent of the above named user and on behalf of the user does hereby agree to indemnify, protect, save and keep harmless West Jefferson School District #253 of and from any losses, damages, injuries, claims, demands, and expenses, including legal expenses, arising out of the use of the user of any facilities of said school district.

I AGREE TO THE ABOVE TERMS:

Dated this _____ day of _____, 20_____

Signature of User

Signature of Building Principal

FEES FOR USAGE

User Information:

Name of User: _____

User Phone Number: _____

Home Cell

Area Used: _____

Building and/or Area, Room, Field, etc.

Usage Date(s): _____ Total Hours: _____

Computation of Charges:

Total Hours: _____ Divided by 4 = _____ session(s)
(Example: 4 hours = 1 session or 5 hours = 2 sessions)

Rental Rate: \$ _____ X _____ sessions = Rental Due \$ _____

RENTAL PAID: \$ _____ RECEIVED BY: _____ DATE: _____

RENTAL DEPOSIT: \$ _____ RECEIVED BY: _____ DATE: _____

INSPECTION REPORT

Date Inspected: _____ Inspected By: _____

Report Attached

Required Additional: Supervision Custodial

Name: _____ Date: _____ Hours: _____

Name: _____ Date: _____ Hours: _____

TOTAL HOURS: _____

Supervision/Custodial Rate: \$ _____ X _____ Total Hours = \$ _____

Damage /Loss: _____ = \$ _____

TOTAL CHARGES DUE: \$ _____

Rental Deposit: \$ _____ Less Total Charges Due \$ _____ = \$ _____

KEY RETURNED \$ _____ DEPOSIT AMOUNT RETURNED AFTER INSPECTION

RECEIVED BY: _____ DATE: _____

General Information:

1. Usage Rental and supervision/custodial fees are to be collected in advance or immediately following use of the facility. (See Policy 802.10)
2. Money paid for facility use at individual schools is to be remitted to the District Office on a monthly basis.

802.10 SCHOOL BUILDING/GROUNDS USE AND RENTAL

PURPOSE OF THIS POLICY

I. General

A. District school facilities are available for use by non-school organizations, groups, and individuals within the conditions and limitations provided by this policy.

B. Scheduling by non-school persons or groups will not interfere with any school function.

C. Proper arrangements must be secured with the school principal/supervisor of the facility concerned.

D. Persons or groups using or renting school facilities will abide by the conditions of other district policies regarding behavior and conduct while in or on school owned facilities.

E. No school equipment is authorized for use by private groups or individuals except as allowed under section 802.10.IVA.

F. Non-school persons or groups must obtain and sign a contract for use form from the principal prior to use.

G. Persons or groups using school facilities will be responsible for damage and/or loss resulting from their presence.

H. Supervision: The principals have the primary responsibility to ensure that those persons or groups requesting use of facilities understand the policies and expectations of the school and school district relating to supervision. Principals may authorize individuals who are not employed by the district to supervise one-time events only. If a person or group is requesting a facility for multiple day use, the request must be approved by school board action.

I. Waiver of Fees: Only the school board can authorize a waiver of the required fees for use of school district facilities. This would apply to private persons or groups as well as non-profit groups or organizations which may be using a facility on a regular basis.

J. Use by any group or individual may be refused or terminated at any time, if such use is deemed detrimental to students, staff, community members, or building.

II. Non-Profit Groups and Organizations:

A. For occasional use by organized adult non-profit groups for service or church activities, and when arranged in advance, no rental fee will be charged.

B. Groups using a facility regularly will be charged sufficiently to pay operating costs and supervision/custodial services.

III. Private Persons and Groups:

A. For use of district facilities by private persons or groups, rental charges and supervision/custodial fees will be assessed at the rates established by the District.

IV. Rental of District Facilities:

A. The hourly charges listed are assessed to cover costs of heat, lights, water, and supervision/custodial services necessary to operate the facility used. Time is from building opening to closing.

Facility	Operational (Charge/Session 1-4 hrs.)	Supervision/Custodial (Service/hr.)
High School Gymnasiums	\$100.00	\$15.00
ALC Gymnasium w/o food/drinks	\$30.00	\$15.00
ALC Gymnasium with food/drinks	\$50.00	\$15.00
ALC Board Room Kitchen	\$15.00	\$15.00
ALC Auditorium	\$15.00	\$15.00
WJHS Auditorium	\$15.00	\$15.00
Terreton Elem. Multipurpose	\$15.00	\$15.00
Classrooms (All)	\$10.00	\$15.00
WJHS Ballfields	Cost of lights plus 30% extra equipment use charge	\$15.00
Competition Facilities	TBD and approved by the board on an event by event basis.	
Elementary School Grounds	\$20.00 per day	\$15.00
Equipment/Furniture	A deposit of not less than \$100 and up to 10% of the estimated value of the equipment/furnishings must be deposited with the Business Manager. The rental rate will be determined upon request and must be based upon comparative value, but not less than \$15 per day.	

Rent and Supervision/Custodial charges for building use are to be collected in advance. A \$500.00 security deposit will be collected and returned (less cleaning/damage cost) for gym rental.

V. The supervision/custodial fee (when needed) is charged to provide for:

- A. Opening and closing facility.
- B. Fire protection and security.
- C. Clean up.
- D. General assistance and supervision.

VI. The above cost schedule may be adjusted on an as needed basis by board approval.

VII. Payment:

- A. Payment for rental of school district facilities is to be made directly to the principal of the school, payable to "West Jefferson School District #253" (if in check form).
- B. Payment is to be made prior to, or immediately after, the use of the facility. Principals will remit all receipted monies to the district office within 3 business days. Principals will provide the user with a receipt showing explanation of the costs.

VIII. Supervisors/custodians providing supervision to school facilities for non-school functions must submit a monthly claim showing dates, time and place where supervision took place.

Policy History:

- Revised on: March 20, 2003
- Revised on: September 8, 2006
- Revised on: January 14, 2010
- Revised on: September 8, 2011

