

GUIDELINES FOR THE USE OF SCHOOL FACILITIES

A. Application Procedure

1. All applications for the use of school facilities shall be submitted on forms created by the District for such use. A completed application form shall bear the name of the organization or individual requesting the use of the facility and be signed by a member or official of such organization who shall be in complete charge of the event.
2. An application for the use of any school facility must be submitted to the building Principal for his/her signature. The building Secretary shall verify that the facility is available on the date and at the time requested.
3. Completed applications must be received by the building Principal at least five days prior to the event.

B. Terms of Agreement

1. The use of intoxicants, controlled substances or tobacco products is banned in school buildings and on school property at all times. This ban applies to students, staff and the general public.
2. The organization or individual applying for use of school facilities accepts full responsibility for the repair or replacement of school equipment that is lost or damaged while using the facilities.
3. Activities will be conducted only in the area identified in the application by the organization or individual.
4. The organization or individual using the facility will provide adequate supervision.
5. The organization or individual is held responsible for the preservation of order during the event.
6. Arrangements for all equipment shall be in the charge and control of the building Principal and his/her representatives. Furniture or fixtures may be moved only with permission of the building Principal or his/her representatives.
7. A custodian will be on duty to open and close a facility (approximately two hours to open and two hours for cleanup). A food service employee must be on duty when the kitchen will be used. The District Administrator must approve all requests for exceptions.

When custodial or food service employees are needed outside of their scheduled work hours, the renting organization or individual will be billed at the rates stated in policy #830-Exhibit(2). If the building is not clean following the event, the organization will be billed for additional time spent by District staff to clean.

8. The Board of Education or its representatives must have free access to all areas at all times.

9. If charges are involved, it is expected a check will be forwarded promptly after receipt of the billing.
10. Organizations or individuals shall show evidence of appropriate liability coverage. District approved Booster Clubs and Parent/Teacher Organizations will be covered by the District's liability insurance policy.
11. The School District of Amery reserves the right to deny further rental requests to organizations or individuals if the application agreement is violated.
12. The organization or individual agrees to indemnify, save and hold free and harmless, the School District of Amery and the City of Amery, their officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the district or the city, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the school facility as provided herein.

APPROVED: September 22, 1992

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December 18, 1995
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