

Policy Title: School District Facilities Request Form

Policy #1003.1R2

Name of Group Requesting Facility: _____

Contact Person: _____ Phone Number: _____

Address: _____

Email Address: _____

Facility Requested: _____ Date of Event(s): _____

Start Time (Include Set Up): _____ End Time (Include Clean Up): _____

Description of the event/activity to take place at the school facility: _____

What additional equipment and quantities do you need from the school: _____

Proof of Insurance for the Event/Activity: (Attached)

Group Representative Signature

Date

Proof of Insurance:

YES/NO

Custodian Needed/Cost:

Event Supervisor Needed/Cost:

Additional Cost: Set Up/Take Down/Clean Up

Facility Area Cost (Chart):

Total Cost of Rental:

Initials: Activities Director _____

Group Representative _____

HOLD-HARMLESS AGREEMENT (Class A & B):

The undersigned, hereafter referred to as “entity,” states that it will hold the Monticello Community School District, hereafter referred to as “school district,” its employees, officers, agents, and/or representatives harmless from any and all damages and claims that may arise in connection with the entity’s use of any facilities and/or equipment owned by the school district whether such damages and claims pertain to the entity itself or its guests. In case any action is brought against the school district or any of its officers, employees or agents, and/or representatives the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so upon proper notice, the school district reserves the right to defend such action and to recover all costs, including attorneys’ fees, from the entity.

Group Representative Signature

Date

Group Representative Printed Name

HOLD-HARMLESS AGREEMENT (Class C & D):

The undersigned, hereafter referred to as “entity,” states that it will hold the Monticello Community School District, hereafter referred to as “school district,” its employees, officers, agents, and/or representatives harmless from any and all damages and claims that may arise in connection with the entity’s use of any facilities and/or equipment owned by the school district whether such damages and claims pertain to the entity itself or its guests. In case any action is brought against the school district or any of its officers, employees or agents, and/or representatives the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so upon proper notice, the school district reserves the right to defend such action and to recover all costs, including attorneys’ fees, from the entity.

The entity agrees to furnish and maintain, during the usage of the facilities or equipment owned by the school district, such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity’s use of the school district’s facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance coverage with a minimum amount of \$1,000,000 combined single limit of bodily injury and property damage liability.

Group Representative Signature

Date

Group Representative Printed Name

SCHOOL FACILITY USAGE RULES:

The entity hereby agrees to follow all applicable board policies and the law in its use of school district facilities and/or equipment. The entity specifically agrees to the following rules:

1. Alcoholic beverages will not be brought to or consumed in school district facilities or on school district grounds.
2. Tobacco use is prohibited in school district facilities and on school district grounds, including private vehicles parked on school district grounds.
3. The school district may require the presence of a school district employee while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site, or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs at the discretion of the superintendent.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for use will result in the entity being charged for the costs incurred to the school district in anticipation of the entity's use.
7. If the school is closed due to inclement weather it may cause a postponement or cancellation of your scheduled event. The school district will not be responsible for any costs incurred if your event is cancelled because of inclement weather.
8. In the event that snow removal is needed for the parking area and sidewalks, the costs incurred by the district for this expense will be charged to the entity renting the facility.

Group Representative Signature

Date

Group Representative Printed Name