

# Sparta CUSD #140

## Facility Use

This program has been developed to provide building administrators, involved in the approval of District facility use, the guidelines and forms to ensure that all necessary information is gathered for approval of an outside organization or group to use District facilities.

1. **Complete Application for use of District Facilities** – The following application must be completed in its entirety and signed by the organization or individual wishing to utilize District facilities. The information will assist the District in determining if the organization or individual may be approved for District facility use, including the dates and time of the event to be held, and adequate insurance coverage and liability protections.
2. **Review Facility Information**
  - a. **General Guidelines -** This is the general information that anyone desiring to use District facilities should be made aware of, and understand, before approval to use of District facilities is made. It contains rules and regulations, procedures for scheduling, as well as insurance and liability information.
  - b. **Review Pricing and Terms** – There are three different categories that an organization or individual will be categorized as for purposes of facility use. Group I, Group II, or Group III status. Pricing according to Group status is determined and agreed upon.
  - c. **Facility Use Agreement** – After reviewing the Facility Information the representative of the organization or individual must sign, agreeing with the General Guidelines, Pricing, and Terms.
3. **Hold Harmless Agreement** – This agreement is completed by the organization or individual to provide documentation that all liability will be assumed by the organization or individual and not the District.
4. **Certificate of Insurance** – The organization or individual interested in using District facilities must provide a certificate of insurance. It proves that adequate insurance limits are in place for the organization or individual to be able to assume all liability for use of District facilities and provides protection for the District.
  - a. **Additional Named Insured** – When the organization or individual requests a certificate of insurance they must also request that the District be named as an additional insured on the organization's or individual's liability insurance policy. This provides an additional liability protection for the District is less likely to be held liable in the event of a claim.
5. **Checklist for Facility Use** – Once all information is completed, this checklist is used to verify that all necessary documentation has been gathered and signed, before sending to the Superintendent/Board of Education for approval.
6. **Letter of Approval** – Once the Superintendent/Board of Education makes approval for facility use, this letter will be sent to the organization or individual notifying them of the approval. This also includes the date and time they were approved, as well as information about payment for use of the facilities.

**Sparta CUSD #140**  
Application for Use of District Facilities

*INSTRUCTIONS: This form is to be completed, signed, and returned to the appropriate building administrator. The District will review your request and a member of administration will contact you regarding facility use. A certificate of insurance including the District as an "Additional Named Insured", signed Hold Harmless Agreement, and signed Facility Use Agreement must be returned with this application before approval will be considered.*

1. NAME OF ORGANIZATION: \_\_\_\_\_
2. NAME OF REPRESENTATIVE: \_\_\_\_\_
3. TYPE/PURPOSE OF EVENT: \_\_\_\_\_  
\_\_\_\_\_
4. FACILITY APPLYING FOR: \_\_\_\_\_
5. DATE & TIME PREFERRED: \_\_\_\_\_  

*1<sup>st</sup> Choice*

*2<sup>nd</sup> Choice*

*3<sup>rd</sup> Choice*
6. EXPECTED DURATION OF EVENT (*Include set up and clean up time*): \_\_\_\_\_
7. IS THIS A SCHOOL RELATED EVENT \_\_\_\_\_ OR OTHER OUTSIDE EVENT \_\_\_\_\_
8. ANTICIPATED NUMBER ATTENDING: \_\_\_\_\_
9. ADMISSION PRICE: \_\_\_\_\_
10. SPECIAL REQUIREMENTS NEEDED (*i.e. Stage, Sound System, etc.*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. LIST ANY ITEMS YOU WILL BE BRINGING IN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. NAME OF CURRENT INSURANCE CARRIER: \_\_\_\_\_
13. CURRENT LIMITS CARRIED: \_\_\_\_\_

By signing below, I am authorized to act on this request for the organization named above. I understand that granting of this request does not constitute recognition of such organization as a District affiliated group and the group or organization will not represent itself or any of its activities as affiliated with the District.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# **Sparta CUSD #140 Facility Information**

## **General Guidelines**

As a service to the community, it is the interest of Sparta CUSD #140 to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the District. The use of District facilities for school purposes will have precedence over all other uses.

Facilities will only be used/rented to organizations outside of the District if there is a current certificate of insurance, hold harmless agreement, and application on file with the District.

### **Rules and Regulations**

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities.

A responsible adult representative shall be present at all times.

Organizations or individuals not directly associated with the District must have a school employee in attendance at all times. The organization or individual must also have adequate adult supervision to ensure proper care of and use of District facilities.

Organizations or individuals using District facilities are expected to adhere to all District policies. Failure to do so could result in cancellation of facility use privileges.

### **Procedure For Scheduling**

Application for the use of school facilities should be made to the Building Principal's office at least Fourteen (14) days before the scheduled event, or in the case of an emergency would be based on availability.

Approval to use District facilities will be granted by the Superintendent or Board of Education in keeping with District policies and regulations.

### **Liability and Insurance**

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Sparta CUSD #140 as an additional insured for the period of time that the organization or individual will be using the District's facilities, as well as sign the District's Hold Harmless Agreement.

All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

# Pricing and Terms

## Rental Fees

Facility	Group I	Group II	Group III
H.S. Gym (Main)	NC	\$30/hr.	\$40/hr.
Lincoln Gym	NC	\$20/hr.	\$30/hr.
Lincoln Gym (Aux.)	NC	\$20/hr.	\$30/hr.
Evansville Gym	NC	\$20/hr.	\$30/hr.
H.S. Cafeteria	NC	\$20/hr.	\$30/hr.
Lincoln Multi-Purpose	NC	\$20/hr.	\$30/hr.
Evansville Multi-Purpose	NC	\$15/hr.	\$25/hr.
Kitchens	NC	\$20/hr.	\$30/hr.
Classroom	NC	\$10/hr.	\$15/hr.
Grounds	NC	NC	\$10/hr.
Athletic Field (Inc. track)	NC	\$20/hr.	\$30/hr.
PA System	NC	\$10/hr.	\$10/hr.
Athletic Field Lights	NC	\$10/hr.	\$10/hr.

\* NC = No Cost

\*Additional charges for restroom usage may apply.

### Group I: Not-For-Profits:

Organizations may request Group I status by submitting a written request to the Superintendent. The Superintendent may establish charges or provide District facilities at no charge for Group I organizations taking into consideration the services provided to District students and the costs to the District. (i.e. Girl Scouts, Cub Scouts, VYO, Youth Wrestling, Sports Boosters, Band Parents Club – during workweek hours.)

### Group II: Community Organizations (Non-Student Affiliated):

1. Civic Organizations such as YMCA, Women's Clubs, Lion's Club, Farm Bureau, Rotary Club, etc.
2. Religious Organizations
3. Fraternal Organizations
4. Independent Sports Groups (basketball, volleyball, etc.)

Group III: Commercial and Political Activities (District Resident):

1. Political party organizations
2. Business firms or private individuals (Local residents for at least one year and/or recognized).

Groups I, II, and III using school facilities and charging admission fees (i.e. tournament) with the intent to profit from the events will be subject to double the normal hourly rate for the Group. Since Group I normally pays no usage charge, they would be subject to the hourly fees for Group II.

The Superintendent and/or Building Principal under any circumstances have the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interests of the school or community.

All fees must be paid within ten (10) days of the billing date. Failure to pay will jeopardize future rental. In certain cases the Superintendent may request payment at the time of contract.

If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%.

Group Status: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## Facility Use Agreement

On behalf of \_\_\_\_\_ (*Organization Name*), I have read, understand, and agree to comply with District policy relating to the use of District facilities. I have read and understand the facility use information, and have been made aware of all costs associated with my use of the facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Sparta CUSD #140**

### *Hold Harmless Agreement and General Release for Use of District Facilities*

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Sparta CUSD #140 and,

\_\_\_\_\_  
(hereby known as "Lessee") as follows:

For and in consideration of the use of Sparta CUSD #140 facilities on \_\_\_\_\_, 20\_\_\_\_, Lessee does hereby discharge and fully release Sparta CUSD #140 from any and all damages, injuries, causes of action and liability arising out of the use of Sparta CUSD #140, including but not limited to, all injuries received or which may at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Sparta CUSD #140 to hold the said Sparta CUSD #140 free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Sparta CUSD #140 facilities on said date.

Further, the Lessee does hereby covenant and agree with Sparta CUSD #140 to fully defend, at their expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Sparta CUSD #140 facilities on said date.

Further, the Lessee does hereby covenant and agree with Sparta CUSD #140 to fully pay and reimburse Sparta CUSD #140 for any and all damage to Sparta CUSD #140 facilities resulting from Lessee using said facilities on said date.

Sparta CUSD #140

BY \_\_\_\_\_  
Principal

APPROVED:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Lessee

BY \_\_\_\_\_

## Sparta CUSD #140 Checklist for Facility Use

*The following items must be completed and turned into the District before any approval for District facility use will be considered. Please ensure that all items are check marked.*



Facility Use Application



Certificate of Insurance – Naming the District as an Additional Insured



Signed Hold Harmless Agreement



Signed Facility Use Agreement

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*The following must be completed after the approval or denial of the group or individual for use of District facilities and filed.*

Please check one:      \_\_\_\_\_ Approved                      \_\_\_\_\_ Denied

Additional information regarding approval/denial of application:

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By: \_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date



Approval/Denial letter sent to group or individual \_\_\_\_\_  
Date