

**PROCEDURES FOR
COMMUNITY USE OF SCHOOL FACILITIES
(Reference Policy Code H3)**

1. Complete all required documentation.
2. Pay all fees within ten (10) days of use, including the cost, when required, for the custodial services. (Refer to fee schedule). The requirement of custodial support is determined solely by the school.
3. Representative specified in the contract must be present at the scheduled event.
4. Prior approval must be received before signs, banners, and pennants are erected. They must not deface school property.
5. Provide required number of chaperons for children (one adult per 15 or fewer students/children).
6. The number of attendees must not exceed the authorized capacity of the facility.
7. Parking will be allowed only in designated areas. Vehicles illegally parked are subject to being towed at the owner's expense.
8. Usage and users are restricted to assigned areas.
9. Refreshments may be allowed in school buildings only in those areas designated by the principal. No food or beverages are allowed in gymnasiums at any time.
10. Activities must be orderly and lawful and not of a nature to incite others to disorder.
11. Use of alcohol, tobacco or tobacco products is prohibited on all school property at all times.
12. Gambling is not permitted.
13. Animals are not permitted inside of school buildings, other than service animals, and users will clean any school grounds used by animals participating in scheduled events.
14. Building must be left in a neat and orderly condition.
15. Reimbursement for the cost of damages occurring during use, including the cost of a false alarm response by local and state police, will be required.
16. Comply with safety procedures and policies of the School Board, including all fire regulations.
17. Comply with all federal, state, and local laws, regulations, and licensing requirements.
18. School equipment may only be used with written permission.
19. Groups using any school facility must announce the locations of fire exits to participants and vacate the building in the event of a fire alarm.

Waiver, Indemnification and Hold Harmless Agreement

In consideration of having the benefit of the use of the Rivendell Interstate School District facility located at _____ (location) of the Rivendell Interstate School District, the undersigned organization (or individual), for itself and its officers, directors, employees, agents and members, hereby waives any claim for any personal injury, property damage, or other loss, expense or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the above District and their directors, officers, employees, agents and contractors, harmless for and from any claim, demand, action, liability, expense or damage incurred as a result of or relating to such use.

ORGANIZATION/INDIVIDUAL: _____

BY: _____
(Signature)

Print Name and Title (if any): _____

DATE: _____

Proof of insurance with a minimum of \$1 million coverage must be attached to this form.
A Certificate of Insurance naming the District as Additional Insured must be provided.

Application for Use of School Facilities

Date: _____

Applicant: _____

School Building Requested: Rivendell Academy Samuel Morey Westshire
(Check one)

Specific Area/Room: _____

Dates and Times Requested _____

Description of activities _____

Approximate number of Participants _____

Equipment Needs: Yes No Specify: _____

Refreshments Served: Yes No Specify: _____

Custodial Needs: Yes No Specify: _____

Technical Needs: Yes No Specify: _____

We (I) hereby agree to comply with the rules, procedures and policies of the Rivendell Interstate School District Board governing the use of school facilities, to take the utmost care in the use of school property, to pay for any damage to or loss of school property arising from our (my) use of the building. Furthermore, we (I) have read and agree to all terms and conditions and agree to pay the fee charged for the rent, if any, and services of any personnel required and appointed by the school.

Signature: _____

(Must be over 21 years of age.)

Address: _____

Telephone: _____ Cell: _____

FOR DISTRICT PERSONNEL ONLY

Approved

Disapproved

Signed: _____, Principal Date: _____

The attached application is approved and charges will be as follows, payable to the Rivendell Interstate School District.

Rental \$ _____ Custodian \$ _____ Police \$ _____

Other charges/conditions: _____

Key Issued: Yes No

Issued by: Principal Administrative Assistant Director of Operations

If yes, which key: _____ Key Returned On: _____

Returned To: _____

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SCHEDULE OF FEES for COMMUNITY USE OF FACILITIES
Custodial Fees: Regular time & Overtime at current Custodian rate plus 25%

Part of School	Category A	Category B	Category C	Category D
Gymnasium	0	\$100.00	\$200.00	Minimum \$25/wk
Multi-Purpose	0	\$100.00	\$200.00	Minimum \$25/wk
Cafeteria	0	\$100.00	\$200.00	Minimum \$25/wk
Kitchen	0	\$100.00	\$200.00	Minimum \$25/wk
DO Conference Room	0	\$50.00	\$100.00	Minimum \$25/wk
Library	0	\$50.00	\$100.00	Minimum \$25/wk
Classrooms*	0	\$50.00	\$100.00	Minimum \$25/wk

*As selected by building administration

RA Weight Room is not available for use.

Category A – No charge for facility rental. Limited to school curricular and co-curricular activities, school district sponsored meetings, and town sponsored meetings and elections. Also includes taxpayer supported activities and activities which are judged by the appropriate school principal **to be purely charitable or exclusively public service** oriented for the benefit of the Rivendell District community residents. This includes, but not limited to, the Community School Organization (CSO), Scouts, 4-H, Emergency Medical Services, Historical Societies, educational & local civic groups (i.e.: Rotary, Lions) that are not officially connected with the school. There may be a charge for custodial services.

Category B – Facility rental fee, plus charges for custodial service. Includes use by Rivendell Community residents for private events that are not connected to school activities/events, not-for-profit education, service, religious and non-local charitable organizations. Also includes organizations that charge admission fee, require a participation fee or require a donation for entry. Organizations may be requested to provide proof of non-profit status. Facility rental rates apply to one time event use.

Category C – Facility rental fee, plus charges for custodial service. Includes all private, for-profit organizations. (Example: Weight Watchers, private tutoring services, etc.). Facility rental rates apply to one time event use.

Category D - Facility rental rates for more frequent use will be negotiated with the Superintendent or designee with a minimum weekly rate of \$25.00.

Facility rental rates are subject to change.