



Board Policy 4210F3: Facilities Use Agreement Form

Facilities Use Agreement

Organization or Individual Requesting Facility Use:

Contact Phone Number:

Facility Requested:

Date and Hours of Requested Use:

Purpose of Use:

Equipment/Services Needed:

Technology Needed:

Kitchen Needed (Y/N):

If Yes, What Equipment is needed?

For Office Use Only:

Insurance and Other Special District Requirements for Use:

Use Charge for Services/Facilities Listed:

Assigned Staff/Wage:

Total Amount Charged:



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Premises and Conditions

I. Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. District sponsored activities take precedent over outside entity use. This agreement may be revoked in the event that a district activity conflicts with the event.
2. If school/district administration determines that staff is needed for the event, approval may be revoked in the event that staff is unavailable.
3. That no alcoholic beverages, tobacco, or other drugs be sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
4. That no illegal games of chance or lotteries be permitted;
5. That no functional alteration of the premises or functional changes in the use of such premises be made without specific written consent of the District; and
6. That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities;
7. That the organizers and participants shall comply with Policy 4210, Procedure 4210P, and all other District policies and procedures; and
8. That all other federal, state, local, and District health measures be in effect.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services provided by the District (if any), the sum of \$.

This shall be due 10 days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises. Any additional expenses incurred such as staff wages or damages may be billed after the event.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility which are not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law.



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The requesting organization or individual may provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

Requesting Organization/Individual

Contact Name:

Phone:

Address:

Joint School District No 171

Principal

Date

Food Service Director

Date

Superintendent

Date

Additional Requirements:

Procedure History:

Promulgated on: 2/14/2022

Revised on: 12/16/24

Reviewed on: 1/27/25