

### **General Requirements**

1. The superintendent of school is hereby authorized to determine donation requests to be applied for the usage of school facilities and property. The superintendent also has the authority to reject any or all applications for or use of district facilities. The suggested donation amount will be \$45 per hour.
2. No district facilities will be open to any profit-making organization or individual not directly associated with the schools unless under special determination by the superintendent.
3. School district equipment or property shall not be loaned to individuals or organizations unless such a loan is part of an agreement for rental or use of district facilities. Nothing in this policy shall prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.
4. The approved applicant must agree to:
  - a. Save and hold harmless the district;
  - b. Assume full responsibility for all liabilities arising incident to occupancy or use; and
  - c. Repair or replace any damage to the facility or equipment incurred as a result of use or rental.

### **Special Requirements and Restrictions on Use**

1. No district facilities or equipment will be leased for private commercial use.
2. An extra hourly overtime rate may be charged for supervision and/or custodial services for special circumstances.
3. A cleaning deposit may be required at the discretion of the building supervisor.
4. The district reserves the right to refuse rental of any facilities at its discretion.
5. The following activities shall not be allowed on district property:

- a. No consuming or using tobacco, alcohol or drugs;
  - b. No engaging in games of chance or any activities that suggest gambling or games of chance; or
  - c. No teaching or promoting of any activity that is intended to disrupt or damage the district.
6. Additional restrictions on use of district facilities and equipment:
- a. Any special decorations shall be erected in a manner approved by the fire marshall and the district. Removal must be completed immediately following the function.
  - b. The selling or consuming of food or drink in auditoriums, gymnasiums or other sitting areas must be approved by the superintendent.
  - c. The use of any special equipment must be identified in the application and if necessary, may require district personnel to operate. Overtime compensation shall be paid by the applicant.
  - d. The applicant may be required to provide supervision and police security, as determined by the superintendent.

The requesting organization or individual granted use shall follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted.

The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives shall have free access to all rooms at all times.

District facilities shall not be available for use for public dances, whether sponsored by school groups, community groups or individuals.

Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.

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**LEGAL REFERENCE:**

Idaho Code Section 33-601(7)

**ADOPTED:** November 11, 1998

**AMENDED:** December 16, 2014

**FACILITY REQUEST FORM**  
**Wendell School District #232**

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_

Building \_\_\_\_\_ Date(s)/Times \_\_\_\_\_

Describe the activity to take place in this facility.

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District contact person \_\_\_\_\_

Describe plan for clean-up of facility \_\_\_\_\_

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Process for getting into facility and lock-up after activity \_\_\_\_\_

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Rental Costs (if applicable) \_\_\_\_\_

Contact Person Signature \_\_\_\_\_

Building Principal's Approval \_\_\_\_\_

Superintendent Approval \_\_\_\_\_

Office Use

(special considerations with scheduling, key arrangements, etc.)

*District office will immediately inform organization contact person of approval.  
Policy #910 Rental/Use of School District Facilities has been enclosed. The group or  
organization using facilities agrees to meet the policy's requirements.*