

COMMUNITY USE OF SCHOOL FACILITIES - PROCEDURES

The Principal shall be responsible for authorizing and setting conditions for the use of all school facilities. The following fee and capacity schedule shall be used as a guideline:

ROOM	CAPACITY	FEE
Library	125	\$200
Gymnasium	730	\$300
Kitchen/Cafeteria (<i>Kitchen staff must be available</i>)	260	\$200
Cafeteria only	260	\$150
Auditorium	450	\$300
Computer Lab	25	\$60
Specialized Classroom	20-40	\$45
Regular Classroom	25	\$30
Multi-purpose Room	100	\$100

1. These rates are based on up to five hours of use. Requests for extended time must be made at least 48 hours in advance.
2. An approved application for use of facilities must be on file at least one week prior to the event. **Groups will pay all fees in advance of use.**
3. Custodial services in excess of regularly scheduled time will be charged at the overtime rate (Week nights after 10:00 P.M. - \$25 per hour; Weekends - \$37.50 per hour).
4. Police protection may be required for some activities. The Principal shall make that determination.
5. An insurance binder may be required for some activities. The Principal shall make that determination.
6. The Principal reserves the right to waive or negotiate the fee.

Groups will:

7. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
8. Ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin, or handicapping condition.
9. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
10. Ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface school property.
11. Provide required number of chaperones for children (one adult per 25 or fewer students).
12. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
13. Ensure that participants' vehicles are parked only in areas designated for parking.
14. Ensure that usage and users are restricted to assigned areas.
15. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.

16. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
17. Prohibit smoking in buildings and on school grounds.
18. Ensure that alcoholic beverages are not served or consumed in buildings and on grounds.
19. Ensure that gambling is not permitted.
20. Ensure that animals are not permitted inside of school buildings and that users will clean any school grounds used by animals participating in scheduled events.
21. Observe contracted time limits.
22. Leave the building in a neat and orderly condition.
23. Ensure reimbursement for the cost of damages occurring during use.
24. Agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury, or damage including damage to School Board property or property for which the Board is liable. (An insurance policy for such coverage is recommended and may be required.)
25. Comply with safety procedures and policies of the School Board and the town fire department. *(Every applicant will be given and will sign acknowledgement of reading and understanding relevant procedures before using buildings or grounds, with special attention directed to the procedures regarding cafeteria tables and smoking.)*
26. Comply with all federal, state, and local laws, regulations, and licensing requirements.

**Application for Use of School Facilities:
St. Johnsbury School District**

Please submit this form to:
Lorie Kimbell
The St. Johnsbury School
257 Western Avenue, St. Johnsbury, VT 05819

The undersigned hereby makes application on behalf of _____ for permission to use the _____ (facilities desired) on _____ (date) from _____ (am/pm) to _____ (am/pm) for the following purpose:

The Principal has determined that the charge for use of above referenced facility and purpose will be \$ _____. **ALL FEES MUST BE PAID 48 HOURS PRIOR TO THE EVENT.** Refunds will be processed for all cancelled events. An administrative fee may apply.

*****THIS APPLICATION WILL SERVE AS THE INVOICE FOR THIS FACILITIES RENTAL AGREEMENT.*****

If said permission is granted, we hereby agree to comply with the rules, procedure, and policies of the Board of School Directors governing the use of school facilities and to take the utmost care in the use of school property, and to pay for any damage to or loss of school property arising from our use of the building.

Furthermore, we agree to pay the fee charged for the rent, if any, and services of any personnel required and appointed by the school. We will also uphold the terms of the *Hold Harmless and Indemnity Agreement* as signified by signature on the back of this form.

Organization: _____
Representative and Title: _____
E-Mail Address: _____
Address: _____
Telephone: _____ Day: _____ Evening: _____
Signature: _____

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FOR OFFICE USE ONLY

Received by: _____ Date: _____ Recorded: _____

Preliminary Approval by Facilities Coordinator: _____
Signature

Final Approval by Principal: _____
Signature

Distribution: Superintendent, Principal, Facilities Coordinator, Custodian, Classroom Teacher, Bookkeeper, other staff

(Date Payment Received: _____ Amount: _____)

HOLD HARMLESS AND INDEMNITY AGREEMENT

This agreement made this _____ day of _____, 20____, between the St. Johnsbury School District, hereinafter called the "District," and the _____, herein called the "Indemnitor."

WHEREAS the Indemnitor wishes to utilize the facilities of the District, and

WHEREAS the District has established a policy and specific procedures regarding the use of its facilities, and

WHEREAS the Indemnitor agrees to accept all responsibility for any and all activities which take place while using the District's facilities, it is therefore agreed:

The Indemnitor shall be entitled to use the following facilities at the St. Johnsbury School District _____ for the following hours: _____ A.M./P.M. to _____ A.M./P.M. on _____, 20____.

The Indemnitor agrees to indemnify and save the District harmless from all loss, damage, liability, or expense occurred or claimed as a result of the Indemnitor's neglect or use of the premises or by reason of any injury or damage to any person thereon or property therein.

The Indemnitor shall indemnify or pay on behalf of the District and save the District harmless from any and all liability for claims or damage to tangible property and/or personal injury to persons (including death) arising out of, or resulting from, a negligent act or failure to act in or on the premises, including all costs and expenses and attorney's fees incurred in connection therewith.

If keys to the facility are issued (this is not customary policy), the Indemnitor agrees to return the keys to the Facilities Coordinator on or before _____, 20____ at _____ A.M./P.M.

Principal's Signature _____ Date _____

Indemnitor's Signature _____ Date _____

FOR DISTRICT PERSONNEL ONLY:

**The above application is APPROVED and charges will be as follows,
payable to the St. Johnsbury School District.**

Rental \$ _____ Custodian \$ _____ Deposit \$ _____
Supervisory: \$ _____ Police \$ _____ No charge _____
Other charges/conditions: _____
Signed: _____, Principal
Date: _____

The above application is DENIED for the following reason:

Signed: _____, Principal
Date: _____