



Sand Creek Community Schools

Facility Use Agreement

Contact Person: _____ Organization: _____

Type of program: _____

Contact Phone Number: _____ Cell Phone Number: _____

Dates (s) of Use: _____

Event start time: _____ Event end time: _____

Set-up start time: _____ Clean-up end time: _____

FACILITY REQUESTED:

Building:

Location:

Equipment Needed:

_____ Elementary

_____ Elementary Gym

_____ Tables/Benches: Quantity: _____

_____ High School

_____ Jr. High Gym

_____ Chairs: Quantity: _____

_____ High School Gym

_____ Sound System—\$ 20.00 flat fee

_____ Cafeteria

_____ Podium—\$ 5.00 flat fee

_____ Kitchen

_____ Bleachers—\$ 5.00 flat fee

_____ Jr. High Stage

_____ Curtain Backdrop—\$ 30.00 flat fee

_____ Classroom

_____ Library

CLEAN UP COMMITTEE:

The following people have agreed to serve as a clean-up committee, to see that all properties are returned, and the room swept and left in good order before _____ a.m./p.m. on the following day, or as specified by the maintenance supervisor.

Clean up Crew: _____

Signed by committee chairman: _____

These arrangements have been discussed with the sponsor or sponsors of the group and are hereby approved.

Signed by sponsor of organization or Advisor: _____

ADMINISTRATION APPROVAL:

Maintenance Supervisor Date

Athletic Director Date

Cafeteria Manager Date

Superintendent Date

READ AND SIGN ATTACHED RENTAL AGREEMENT

OFFICE USE ONLY

Key Pickup/N. Gym Door: _____ Yes (When: _____)
 _____ NO

RENTAL FEE:

| Location/Group | Number of Hours | Hourly Rate | | | |
|-------------------------------|-----------------|-------------|--------------|---|----|
| | | X | \$ | = | \$ |
| | | X | \$ | = | \$ |
| | | X | \$ | = | \$ |
| Custodial Fee | | X | \$ 30.00 | = | \$ |
| Sound System | Flat fee | | \$ 20.00 | = | |
| Podium | Flat fee | | \$ 5.00 | = | |
| Bleachers | Flat fee | | \$ 5.00 | = | |
| Curtain | Flat fee | | \$ 30.00 | = | |
| Chairs (if taken from school) | | X | \$ 0.25 each | = | \$ |
| Tables (if taken from school) | | X | \$ 5.00 each | = | \$ |
| TOTAL AMOUNT DUE | | | | | \$ |

| Location | Group | Hourly Rate | Custodian Fee |
|--------------------------|--|-------------|----------------------|
| One Classroom | C – Non-profit | \$15.00 | \$30 flat fee |
| Cafeteria and/or Kitchen | C – Non-profit | \$18.00 | \$30 flat fee |
| Elementary Gym | C—Non– Profit | \$ 18.00 | \$30 flat fee |
| Jr. High Gym / Stage | C – Non-profit | \$20.00 | \$30 flat fee |
| High School Gym | C – Non-profit | \$25.00 | \$30 flat fee |
| | Tournament | \$30.00 | \$30 per hour charge |
| | Seasonal (12 uses – 2 hr/each use) | \$400.00 | |
| | ♦ Chairs—\$ 0.25 each Table—\$ 5.00 each ♦ D - Fundraising groups pay \$5.00 per hour more. The custodial fee is \$ 30 per hour. | | |

Total Amount Due: \$ _____

Total Amount Paid: \$ _____

Date Paid: _____

Received by: _____

RENTAL AGREEMENT

Name: _____

Date of Event: _____

I agree to be responsible for any and all damages incurred to this property while it is leased in my name. Any payments for damages incurred must be paid within ten days after rental of said facility. Payment is due and payable at time this agreement is signed. Checks should be made payable to Sand Creek Community Schools.

Permission must be obtained in advance for use of equipment that belongs to the school and/or P.T.O., Band Boosters, Athletic Boosters, etc. (i.e. dishes, coffee maker, etc.). Officers of these organizations must be contacted by the lessee for approval and they are to inform the school of this approval. Dishes for banquet purposes are not available in the elementary school. The ovens in the school kitchens are not to be used by the contracting party unless they obtain the services of a school cook. Cooks will act only in a supervisory capacity.

Before the school can give consent to the use of kitchen facilities, the party must ascertain from the cafeteria manager whether they or another school cafeteria employee will be present while the meal is being prepared. The lessee will be responsible for paying the cafeteria employee directly for their services at the rate requested by them. If this arrangement cannot be made, then the kitchen facilities cannot be used for cooking purposes. Dinners for 50 or more people (up to 275) will require the supervision of one cook. Banquets for 275 or more will require the supervisory services of two cooks.

All facilities used by a group must be left clean and all waste must be placed in the dumpster. Lights and other electrical equipment must be turned off and/or disconnected before leaving the building. All exit doors must be closed and locked before leaving the premises. Thank you for your cooperation.

Requirements

Each group using a school facility must:

1. Have proper supervision at all times from opening to closing time.
2. No one from the school, under Group D, will be required by the school to act in a supervisory capacity. Should any organization need special supervision, it will be the responsibility of said organization to obtain and pay for any needed supervision. The organization (s) will also inform the school office of the names, addresses, and telephone numbers of said persons who are to act as supervisors. Supervision includes all areas of the school being used for the rented occasion.
3. Request number of chairs, tables, other school properties, at the time permission is requested. See rental schedule.
4. Pay replacement cost(s) for any and all damages which occur to school property (ies) due to negligent supervision, accident, or any other damage caused by students or adults in the use of the building, equipment and all other school property, including grounds and related equipment, etc.
5. Abide by all rules and regulations relating to the use of specific areas or equipment requested.
6. No group may use any building or portion thereof for any purpose which, in the estimation of the Board of Education, would operate to the detriment of the Constitution of the United States of America.
7. If power equipment is to be used, special permission must be secured from the individual(s) in charge of said equipment,

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| | ◆ Chairs—\$ 0.25 each Table—\$ 5.00 each ◆ D - Fundraising groups pay \$5.00 per hour more. The custodial fee is \$ 30 per hour. | | |
| Flat Fee | Sound System—\$20.00 Podium or bleachers—\$ 5.00 each Curtain—\$ 30.00 | | |

plus the school administration. Any major activity which requires staff attendance will cost an additional fee for the person engaged to perform said work.