

# **GUIDELINES/AGREEMENT FOR USE OF USD 384 FACILITIES**

We are glad the school district's facilities are here for our communities. Please look through the information given to you so that you will know our expectations and your obligations.

1. Name of Organization \_\_\_\_\_
  2. Date(s) Requested \_\_\_\_\_ Phone \_\_\_\_\_
  3. Time of Event        Begin \_\_\_\_\_        End \_\_\_\_\_
  4. Responsible person(s) \_\_\_\_\_  
    If more than one, all are jointly and individually responsible.
  5. Number of people involved? \_\_\_\_\_
  6. Facility being used:    BVHS\_\_\_\_\_    BVMS\_\_\_\_\_    OES\_\_\_\_\_  
                                  Football Field\_\_\_\_\_    Softball Field\_\_\_\_\_
  7. Check all rooms you will be using: Gym\_\_\_\_\_ Library\_\_\_\_\_ Art Room\_\_\_\_\_  
                                  Cafeteria\_\_\_\_\_ Kitchen\_\_\_\_\_ Commons Area\_\_\_\_\_ Other\_\_\_\_\_
  8. List any equipment or additional furniture needed: \_\_\_\_\_
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Community Group/Individuals are permitted use of USD 384 facilities for conducting organized activities by complying with the Fee Schedule for facility use and guidelines listed below:

1. Usage fee - \$7.50 per hour to a maximum of \$75.00 per day.
2. Custodian required - \$15.00 per hour additional.
3. Fees will be paid when keys are returned. Please note, if after the keys have been turned in and it has been determined that the building was not cleaned after use, it will be cleaned and the charge assessed to the responsible person.
4. The building administrator may waive fees for any activities involving USD 384 students, community groups, or patrons.

## **PLEASE READ CAREFULLY AND COMPLY WITH THE FOLLOWING GUIDELINES**

1. No one is to be in any area other than the areas approved above.
2. It is the responsible person's obligation to leave the room in the same condition in which it was found. The renter will be charged the custodian's overtime rate for any clean up needed. You must sweep, pick up trash, and check/clean restrooms. You should know where cleaning supplies are located prior to renting facility.
3. Notify the building administrator within 24 hours if there are any problems. Notify the building administrator immediately if there are any accidents.
4. Volleyball nets are the only equipment furnished and you are responsible for set up and take down.
5. The school district is not responsible for items left, lost or stolen.
6. Remember to close and lock all doors and windows and **TURN OFF THE LIGHTS.**
7. The person in charge of the group must pay for damages that occur while the building is being used including materials and labor.
8. School district use of the facility takes priority over any other organized scheduled activity.

9. Please visit with the principal about any concerns.
10. Any changes of this agreement must be approved before implementation.
11. There will be no smoking, chewing tobacco, drinking of alcoholic beverages or disorderly conduct permitted within the building or on the school grounds.
12. If you have one facility rented, you may not trade with another party for another facility without approval through the proper office(s).
13. Keys must be picked up no sooner than the last school day prior to the building usage. Keys must be turned in to office the next school day following use.
- 14. Calls for reservations must be made at least one day in advance. Calls should be made during the hours of 8:00 a.m. – 3:30 p.m. No reservations will be made on weekends or evenings unless it is an emergency.**
15. Keys are NOT to be passed around without prior approval of the office. Keys are not to be duplicated.
16. Booking the use of the facilities may be done in advance for scheduled activities. Practices or non-scheduled activities may not be scheduled more than one month in advance.
17. Machines or equipment will not be rented to anyone.
18. Faculty and staff need approval of the building principal for facility use.
19. You must be at least 21 years of age to sign as the responsible person.
20. In consideration of the use of the USD 384 facilities, the Responsible Person:
  - A. Releases, holds harmless and indemnifies USD 384, its Board members, employees and agents from any and all liability or responsibility for bodily injury of every kind, nature or description now existing or which may arise in the future from any physical or mental injury, loss or harm whether intentional, negligent or without fault, to the responsible person, participant, spectator or any other person arising from the use of USD 384 personnel, facilities, or equipment.
  - B. Releases, holds harmless and indemnifies USD 384, its Board members, employees and agents from any and all liability or responsibility for property damage of every kind, nature or description now existing or which may arise in the future from any damage, loss or harm, whether intentional, negligent or without fault, to the property of USD 384, the responsible person, participants, spectators or any other person arising from the use of USD 384 facilities or equipment.
  - C. Upon request, obtain a school approved Release of Liability form from all participants in activity / event.
  - D. Upon request, provide to the school proof of liability and medical insurance in the minimum amount of \$500,000.00/\$100,000.00 and voluntary medical insurance in the minimum amount of \$5000.00 for all participants in the activity / event.
21. Persons using USD 384 facilities will not discriminate.
22. A teacher, faculty member or school employee may be required to be present at all times for the use of other areas, as determined by the school and will be paid at his or her hourly rate by the responsible person.

I, THE UNDERSIGNED, am at least 21 years of age and agree to keep accurate time of building use, comply with the guidelines and pay appropriate charges for the use of USD 384 facilities and personnel.

Responsible Person	Group/Activity	Date
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Staff	Key	Date
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Please turn this form in to any school building office

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Fax to one of the following fax numbers:

Olsburg Elementary School – 785468-3669

Blue Valley High School – 785-293-5372

District Office – 785-293-5607

or

Mail to: Blue Valley USD 384, PO Box 98, Randolph, KS 66554