

PIEDMONT FACILITY USAGE GUIDE

Piedmont Public Schools believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property or facilities in such amounts and in such manner as may be determined. The superintendent or the superintendent's designee will establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. Proof of insurance must be provided upon request.

REFERENCE: 20 USC §7905
70 O.S. §§5-129.3 and 5-130
11 O.S. §33-103

USE OF THIS GUIDE

This handbook contains descriptions of the types of organizations permitted to request the use of Piedmont Public Schools facilities, a description of those facilities, and current rates associated with facility use. Enclosed forms and rates may change without notice. Please check the district website, www.piedmontschools.org for the current edition of this information.

RENTAL CATEGORIES FOR ORGANIZATIONS

Listed below are descriptions of organizations who may want to rent school facilities and the types of fees that may be levied for each.

CLASS I (NO CHARGE)

All PPS approved school-affiliated activities and organizations, including student organizations, alumni organizations, all staff organizations among employees, and all community organizations within PPS directly affiliated with the schools (Piedmont Public Education Foundations, PTA's and PTO's, booster clubs, PEA, sponsored clubs, etc.)

CLASS II (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)

Community groups within Piedmont (Boy Scouts, Girl Scouts, Piedmont Sports Association, etc.) which are supported by voluntary contributions and whose purposes in some degree parallel those of the schools: nonprofit, private schools within Piedmont and their affiliated organizations; groups for non-profit, religious, charitable, philanthropic, or civic uses, and which do not charge a spectator admission to attend the event being held at a PPS facility.

CLASS III (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)

Community groups within Piedmont (YMCA, Piedmont Sports Association, etc.) which are supported by voluntary contributions and whose purposes in some degree parallel those of the schools: nonprofit, private schools within Piedmont and their affiliated organizations; colleges, and universities; groups for non-profit, religious, charitable, philanthropic, or civic uses, and which do charge a spectator admission to attend the event being held at a PPS facility.

CLASS IV (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)

For-profit groups within Piedmont.

CLASS V (PERSONNEL, EQUIPMENT, RATED FACILITY CHARGES)

For-profit groups outside Piedmont.

RESPONSIBILITY OF THE APPLICANT

GENERAL

1. A Certificate of Insurance with a minimum \$1,000,000.00 combined single limit is required to use PPS facilities and must accompany the rental applications.
2. The organization's supervisor or designated representative must remain on-site during the entire activity, and have in his/her possession a copy of the permit or rental agreement.
3. Organizations must supply ample supervision for activities involving minors. A suggested guideline is one supervisor for every ten (10) minors. Supervisors are responsible for maintaining order and control of minors during the activity.
4. Congregating and loitering in the hallways and other parts of the building not rented for use is strictly prohibited.
5. Organizations and the facility representative are responsible for assessing the condition of the rental space. If either the applicant or the facility representative feels that unsafe conditions exist, the facility representative will contact the Director of Athletics/Activities, or designee, to make the final decision as to event continuation.
6. Organizations are responsible for all damages to buildings, equipment, grounds, and fixed assets at current market price for materials and labor from any action directly or indirectly arising out of, or in connection with, the said use of school facilities.
7. Organizations are not allowed to sublease their space.
8. Any injury must be reported to the facility representative immediately. A completed accident report will be required.
9. If an event needs to be cancelled, notification can be made by telephone; but must be confirmed in writing by mail, email or fax to the school office, ATTENTION: Facility Rental Contact, at least three (3) working days prior to the scheduled date of the event. This will hold true, unless there are unique circumstances beyond the control of the renter.
10. Organizations will be committed to the personnel charges and time slots they have applied for, after final approval and charges have been assigned. If the organization fails to adhere to the time slots applied for, without prior notification to the facility, the organization will be billed for any costs that are associated with set-up of an event, as well as the facility portion of the rental fee. If the facility use requires the presence of district and/or food service personnel, a minimum two hour personnel charge will apply.
11. Organizations are expected to pay facility and/or personnel charges in accordance with the Rental Categories for Organizations prior to the scheduled event.

Organizations are responsible for adhering to all provisions of this facility use policy. Organizations violating policy may be subject to the following procedure:

- a. First violation—the Director of Athletics/Activities, or designee, will contact the organization.
- b. After the first violation, organizations may be required to submit a security deposit before the next scheduled rental date.

RESPONSIBILITIES OF APPLICANT REQUESTING USE OF DISTRICT FACILITIESDamage to Field/Facility

Applicant is expected to assess condition of field(s) with the Director of Athletics/Activities, or designee, prior to use of the field(s), and again after the last day of use. Applicant will be liable for costs incurred to repair field(s) due to extraordinary wear and tear determined by the District to have been caused by the applicant, e.g. activities on field(s) soaked by precipitation; stationary equipment which causes undue stress on a particular area of the field(s).

The district reserves the right to cancel activities due to unsatisfactory field conditions.

RENTAL PROCEDURES

Contact the facilities coordinator to determine availability, and to acquire guidelines and application. Obtain insurance, following the specifications found below. Submit the following to the school for approval and scheduling:

- Completed Application (see appendix)
- Signed Hold Harmless Agreement (see appendix)
- Required Certificate of Insurance
- Signed Acceptance of Terms form (see appendix)
- Proof of Tax-Exempt Status, if applicable

INSURANCE PROVISIONS

The rental applicant shall provide a Certificate of Insurance naming Piedmont Public Schools as additional insured.

The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

Required Limits:**Comprehensive General Liability**

General Aggregate \$2,000,000

Products & Completed Operations \$2,000,000

Personal & Advertising Injury \$1,000,000

Each Occurrence \$1,000,000

SPECIAL FACILITIES

Other than typical school spaced that may be rented (classrooms, libraries, elementary gyms, elementary cafeterias, etc.), PPS rents four venues that are unique in nature and rental rates.

RENTAL FEES

Fees for personnel, facilities and certain equipment are listed below:

PERSONNEL POSITION—Overtime/Hour

Custodial Staff	\$25.00
Auditorium Sound	\$20.00-\$40.00
IT or A/V Technician	\$40.00-\$100.00
Kitchen Manager/Catering	\$35.00
Kitchen Staff	\$21.00
Other Staff TBD	

FACILITY RENTAL FEES BY RENTAL CATEGORY (HOURLY)

CLASS	I	II	III	IV	V
Cafeteria	N/C	\$50	\$60	\$90	\$120
High School Student Center	N/C	\$50	\$60	\$90	\$120
Cafeteria, Labor Costs	\$25	\$35	\$55	\$65	\$75
Kitchen—water/warming labor costs	\$15	\$20	\$25	\$30	\$40
Kitchen—full service labor costs	\$25	\$35	\$65	\$75	\$90
Classroom	N/C	\$20	\$15	\$20	\$25
Lobby	N/C	\$5	\$10	\$15	\$20
Library, Specialty Rooms	N/C	\$15	\$20	\$30	\$35
Field House, Collette	N/C	\$60	\$70	\$90	\$100
F&M Bank Stadium	N/C	\$120	\$140	\$160	\$160
GYMS					
Northwood & Stone Ridge	N/C	\$60	\$70	\$90	\$100
Season Rental		\$3500/season			

APPENDIX

HOLD HARMLESS AGREEMENT

PUBLIC LIABILITY INSURANCE: Lessee covenants and agrees that Lessee will, at Lessee's expense, carry with a responsible insurance company approved by Lessor throughout the term of this lease or use, insurance that will protect and save and keep the Lessor forever harmless and indemnified against, and from any penalties or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and the lessee will at all times protect, indemnify and save, and keep harmless the Lessor against and from any and all losses, costs, damages or expenses arising out of or from any accident or other occurrence on or about said promises, causing injury to any person or property whomsoever or whatsoever and will protect, indemnify and save, and keep harmless the Lessor against and from any and all claims and against and from any and all losses, costs, damages or expenses arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum of \$1,000,000 combined single limit. A copy of said insurance shall be delivered to Lessor and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least 30 days prior written members of the School Board, its agents and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be.

Signature

Organization

ACCEPTANCE OF TERMS

1. The undersigned has carefully reviewed the Guidelines for Use of School Facilities, which accompanies the Application for Use, and agrees to its terms.
2. Please note that a deposit will be required if it is determined to be in the best interest of Piedmont Public Schools.
3. In the event of a conflict with a school-sponsored activity, the District will provide notice to your organization if cancellation becomes necessary, unless extenuating circumstances preclude that notification.
4. Violating the District’s facility use policy may result in termination of your contract. See “Responsibilities of Applicant”.
5. The organization is required to reimburse Piedmont Public Schools for all damages.

Date: _____

Organization: _____

Organization Representative (print name): _____

Organization Representative (signature): _____

Organization Representative Cell Phone Number: _____

E-Mail Address: _____

Faculty Member (print name): _____

Faculty Member (signature): _____

Faculty Member Cell Phone Number: _____

The following documents must be submitted with your application before your rental, date(s) will be confirmed:

- Certificate of Insurance, naming Piedmont Public Schools as additional insured
- Signed Hold Harmless Agreement
- For non-profit groups, proof of tax-exempt status

FACILITIES RENTAL APPLICATION/AGREEMENT

Instructions: The sponsor requesting the use of any Piedmont Public Schools facility should complete this application well in advance of the event. A complete itinerary along with any other pertinent information should accompany this application.

Application Date: _____

Event Description: _____

Facility Requested: _____

Renting Organization: _____

Name of Representative: _____

Address: _____

Phone Number: _____

Please provide dates and times for requested event:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Please provide the name and contact number for anyone serving as an event supervisor. Gym rental requests will not be approved without a Piedmont Public Schools employee serving as a supervisor.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

FACILITIES RENTAL APPLICATION/AGREEMENT

I have read the rules and regulations of the Piedmont Public Schools School Facilities Guidelines Handbook and agree to abide by same.

Organization Representative Signature _____

Date _____

FACILITIES AGREEMENT ATTACHMENTS INFORMATION

- Certificate of Liability Insurance is attached ()
- Signed Hold Harmless Agreement is attached ()
- Signed Acceptance of Terms Form is attached ()
- Proof of Tax-Exempt Status, if applicable is attached ()

Name of Representative certified in the use of Automated External Defibrillator:

The above information was received and recorded by:

Name _____ Title _____

Date _____

APPROVAL

Director of Athletics/Activities or Designee _____

Date _____

Total Amount Due: _____

Make checks payable to Piedmont Public Schools