

# Contract for the Use of School Property

The Orrick R-XI School District hereby agrees to allow usage of the school property and/or equipment described below to

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from \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM) on \_\_\_\_\_, 20\_\_\_\_. The primary contact person (user) for this contract is

\_\_\_\_\_.

It is agreed that the Board of Education shall provide heating/cooling, lighting, and items for normal use of the property herein described for the fee established for the property's use. The primary contact listed above agrees to be financially liable for any damages, in excess of normal wear and tear, that may occur to the property or equipment described below during the hours of this usage agreement. The user agrees to the expectations for use of facilities and understands the District will hold the primary contact person above responsible for the enforcement of expectations. Failure to follow these expectations may result in a denial for use of facilities in the future.

## Expectations for Use of Facilities

- Make sure the primary contact is the last to leave. All visitors should be gone before the primary contact leaves as he/she is responsible for everyone in attendance until they leave.
- Abide by all fire, safety, traffic and parking, and public safety requirements of the District.
- The sale, consumption, or possession of alcoholic beverages shall not be permitted on the premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises.
- The use of profane language or gambling in any form is not permitted.
- The entire campus of the Orrick R-XI School District is tobacco and peanut/tree nut free.
- Use only the area specified in facility usage request. Ensure any children in attendance are supervised at all times and not allowed to freely roam the halls and classrooms.
- Make sure the area(s) used are at least as clean as found, including getting all trash to the dumpsters before leaving.
- Approval of facility use does not grant approval of additional equipment owned by the District. If District equipment is needed, be sure approval is given before use.
- If using the gym, only shoes with non-marking soles are allowed on the floor unless the floor covering is down.
- If tape is needed on the gym floor, only tape provided by the District may be used. The District reserves the right to charge for excessive use of tape.
- If using the cafeteria, put tables back the way they were prior to rental.
- If using the kitchen, leave with all items thoroughly cleaned and put away where found.
- Report an accidents, equipment problems, and/or incidents to an administrator as soon as possible, preferably the morning of the first business day following your usage.

## General Conditions for Facility Use

- Should property be needed for school activities, the Board of Education reserves the right to terminate or cancel usage contracts at any time.
- The Board of Education suggests you check the rental areas *before* occupying the rental area to note any damages that might be present. A recheck is suggested as you leave the area to detect any damages.
- User agrees to indemnify defend and hold harmless the Orrick R-XI School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Contract, not withstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.

- User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, which names the Orrick R-XI School District as an additional insured. The District reserves the right to cancel this Contract if such proof of insurance is not provided at least one week prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the District can arrange for the procurement of Special Event insurance through its insurance source.
- Failure to abide by the terms of this Contract may result in the immediate termination of the Contract by the District.
- This Contract may be modified only by the written agreement of the User and the District.
- Fees must be paid at the time reservations are confirmed.
- Cancellations are accepted up to 48 hours prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs.
- User is aware that areas of the District are under recorded video surveillance.

Description of Facility or Equipment \_\_\_\_\_

Purpose for Use \_\_\_\_\_

Is a keycard needed? Y N

Are custodial services needed during or after the event? Y N

Is training needed on the use of equipment? Y N

Fee for Usage \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

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**District Approval**

\_\_\_\_ Proof of Liability Insurance Required. Date Received \_\_\_\_\_

\_\_\_\_ Date & Time Requested Available

\_\_\_\_ Fee Collected

\_\_\_\_ Deposit Collected. Date Returned \_\_\_\_\_

\_\_\_\_ Waiver, Release and Agreement to Indemnify and Hold Harmless \_\_\_needed & \_\_\_received

\_\_\_\_ Agreement to Indemnify and Hold Harmless \_\_\_needed & \_\_\_received

\_\_\_\_ Agreement to Hold Harmless and Indemnify \_\_\_needed & \_\_\_received

\_\_\_\_ Keycard Received \_\_\_\_\_ Alarm Code Received

\_\_\_\_\_  
Superintendent or Designee's Approval

\_\_\_\_\_  
Date

***We are happy to be of service to our community, and welcome you to our school.***

## Fee Schedule for Use of District Facilities/Equipment

### Personnel Fees

Custodial Services	\$20/hour
Food Service Services	\$20/hour
Supervisory Personnel	\$50/hour

### Facility Use Fees

Cafeteria		\$15/hour	\$50/day
Cafeteria <i>and</i> Kitchen		\$20/hour	\$80/day
Classroom: _____		\$10/hour	\$45/day
Commons Area		\$20/hour	\$80/day
Football Practice Field		\$10/hour	\$45/day
Football/Track Stadium	\$20/hour	\$80/day	add'l \$25 for lights
High School Gym		\$25/hour	\$85/day
Library		\$10/hour	\$45/day
Parking Lot		\$10/hour	\$45/day
Softball/Baseball Field	\$20/hour	\$80/day	add'l \$25 for lights
Weight Room	\$10/day	\$75 annual pass, residents only	

\*Facility Use Fees waived for youth sports organizations involving Orrick students, non-profit organizations involving Orrick students (e.g. Scouts, 4-H, FCA), and organizations formed for the benefit of our students (e.g. PTO, Booster Club, After-Prom). All other Use of Facilities forms, policies, & procedures must be followed.

### Equipment Fees

Use of District equipment will be granted on a case-by-case basis. Examples of equipment requests: microphone, sound system, projector, computer. Any permission granted to use equipment requires a \$50 security deposit of which \$40 will be returned upon return of undamaged equipment. User will be charged for replacement or repair of damaged or lost equipment.