

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Business Procedures: Income

Section Title: Application for Use of School Facilities and Other School Properties

Sub-Section No. 702.5a

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Any person, association, entity or organization wishing to schedule use of school facilities or properties will submit the district's application, a certificate of insurance and payment to the authorized agent of the district.

For that purpose, the following procedures will be followed when an application is made for the use of a school district building or facility:

1. Application forms for the use of school properties will be available at the central office and on the district's webpage.
2. The applicant must use the form authorized by the school district, and specifically state the purpose for which the facility or property is to be used. The form must be submitted two (2) weeks prior to usage of the facility. Approval of any application submitted less than two (2) weeks prior to usage will be left to the discretion of the district.
3. A schedule of fees for the use of district facilities shall be uniformly applied to all users except those who are otherwise exempt.
4. The authorized agent of the district shall provide an application packet containing the application, the general rules and charges to those applicants requesting use of the school facilities as well as a copy of the policy and administrative procedure.
5. The authorized agent of the district is responsible for discussing all charges and requirements with the applicant and for assisting in filling out the application. The agent will review the completed application and will sign the application if approval is given. If, in reviewing the completed application, the proposed use is found to be unacceptable under this policy or other applicable laws, rules or policies, then the application will be denied.
6. A damage deposit may be required at the discretion of district official(s). The authorized agent shall collect the deposit at the time the applicant submits for approval the completed application for use.
7. A damage deposit, if required, will be refunded upon satisfactory use of the facilities as stated in the application, compliance with all rules and policies and the facility or property left by the applicant in as good a condition as it was at the time the applicant commenced the use. Said deposit will be refunded, to the extent not forfeited, within thirty (30) days of the cessation of use. In the event all or a portion of the damage deposit is forfeited, an explanation shall be provided to the applicant/user.
8. When applicable, the building custodial staff shall be provided a copy of the approved application one (1) week prior to the scheduled use.
9. The applicant shall provide a policy of public liability insurance for personal injury and/or property damage with the district named as an additional insured in the amount of not less than one million dollars (\$1,000,000) aggregate. Such public liability insurance policy, or binder or certificate of insurance shall be provided to the district with payment of the facility use fee along with the completed application two (2) weeks prior to the actual use proposed. Failure to provide such insurance shall result in immediate denial of use.
10. Applicants requesting the use of a school facility will be given a copy of the special rules for facility use.
11. An applicant shall sign a statement on a standard form provided by the authorized agent that indemnifies and holds harmless the district from and against all damages or losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against the district by reason of any act or omission of the applicant/user.

**APPLICATION FOR USE OF SCHOOL PROPERTY  
POST FALLS SCHOOL DISTRICT NO. 273**

**IMPORTANT NOTICE: CERTIFICATE OF INSURANCE, COMPLETED APPLICATION AND FULL PAYMENT MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO SCHEDULED TIME.**

The undersigned hereby makes application on behalf of:

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(Name of Organization or Individual)

For permission to use

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(Facility)

**SPECIFY IF ACTIVITY IS:**

One time only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Time: \_\_\_ am/pm to \_\_\_ am/pm, Date: \_\_\_ 20 \_\_\_

If continuous give beginning and ending dates \_\_\_\_\_, 20\_\_\_ through \_\_\_\_\_ 20\_\_\_

Describe activity or reason for use: \_\_\_\_\_

The activities will be held under the auspices of: \_\_\_\_\_  
(Organization)

Proceeds will be used for: \_\_\_\_\_

Charges for use of building, if any, will be paid by: \_\_\_\_\_

**CERTIFICATE OF INSURANCE**

A certificate of insurance in a minimum amount of \$1,000,000 must be filed with the facility two (2) weeks prior to any use. In order for us to fully comply with our insurance carrier's request with regard to liability insurance coverage when a district facility is being used by an outside organization, it is requested that your insurance carrier furnish the Post Falls School District with a certificate of insurance. Please have your insurance carrier include all of the following information on the certificate of insurance:

1. Name and address of the insurance agency.
2. Name and policy number of insuring company.
3. Name and address of insured as it appears on the policy.
4. The form of coverage (liability, automobile insurance, general liability).
5. Effective dates and expiration of current policy term.
6. The limits of liability shown on the policy.
7. Date certification issued and signature of authorized representative.
8. Name and address of certificate holder should read: Post Falls School District No 273, PO Box 40, Post Falls ID 83877-0040
9. A statement that the Post Falls School District is named as additional insured. This can be done by a separate endorsement or by typing the the statement on the certificate of insurance.
10. A minimum ten (10) days' notice of policy cancellation statement.

**WAIVER OF LIABILITY AND INDEMNITY  
AGREEMENT**

**With Post Falls School District No. 273**

I, \_\_\_\_\_, an agent or officer, acting for and on behalf of \_\_\_\_\_ (organization making request) for and in consideration of the use of the above named facilities do by this document agree to release and forever discharge, and further agree, to indemnify and hold harmless Post Falls School District #273, its agents, employees, and assigns of and from any and all manner of action or actions, cause or causes of action, suits, injuries or any other claims or demands, payments, judgements or recoveries that may arise out of our use of facilities or property of Post Falls School District #273, and we FURTHER AGREE that we will be responsible and pay for any damages or losses to school facilities and property caused by our use.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ Time \_\_\_\_\_

Attest:

Address:

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone:

**APPROVAL**

The above request is approved subject to the following fees and conditions:

_____	\$ _____	Rental fee
_____	\$ _____	Custodial fee/other
_____	\$ _____	TOTAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

Adopted: 11/11/96  
Amended: 7/15/97, 10/9/23  
Reviewed: 2006, 2013, 2023

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Business Procedures: Income

Section Title: General Rules for Use of School Facilities and Other School Properties

Sub-Section No. 702.5b

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The following general rules are set out for the use of school facilities and other properties:

1. In the interest of safety and in compliance with regulations set forth by the State Fire Marshall, in compliance with the smoke free work environment established by the Board of Trustees by Board policy and in compliance with State Board of Education mandates, smoking is prohibited in school buildings or on school property.
2. No alcohol will be permitted in school buildings or on school grounds. Use or possession of alcohol is strictly prohibited. Violations hereof may result in criminal prosecution (Idaho Code 23-612 as hereafter amended or recodified).
3. No person otherwise authorized to use school district property under this policy, except for duly authorized peace officers, either on duty or off duty, shall carry upon school district property any weapon or firearm, as defined under Idaho Code 18-3302D and 20 U.S.C. 2701 (Gun Free School Act) as now in effect and as may hereafter be amended, and as defined by school policy (see particularly policy 504.13).
4. The use of district facilities shall not be granted for non-school overnight use, except in cases of emergency as those described in Idaho Code 33-601(9).
5. All persons participating in physical activities in school district gyms will wear appropriate athletic shoes (no black soles).
6. Moving and adjusting scenery, securing lighting effects, operating the public address system, and similar matters will be accomplished upon the approval/supervision of the building principal or agent of the district.
7. All property not belonging to the school district shall be removed immediately after the last performance or event. Failure of the applicant/user to immediately remove non-school property will result in the assessment against the applicant/user of costs incurred by the district for such removal. These costs may be deducted from any deposits made by the applicant, or, lacking such deposit, shall be assessed against and paid by the applicant/user.
8. Any damage to school property is prohibited. An estimate of the damage will be determined, and the applicant and the using person/organization shall be responsible for the payment of all costs of repair, replacement, or remedy of the damage.
9. The applicant is prohibited from using school personnel or facilities for the purposes of advertising the event/use. However, the placement of signs indicating the nature and date of the event or use may be placed upon school facilities no sooner than twenty-four (24) hours prior to actual use; and shall be removed immediately upon the completion of termination of use. Such signage shall not be in violation of any applicable local ordinances, laws, or regulations.

All charges and fees collected will be deposited into the district's "Use of Facilities Account" or similar account as authorized by law.

Notwithstanding Post Falls School District #273 provides a limited open forum, the district has traditionally not allowed the use of elementary classrooms nor the use of district buildings and other properties for funerals, celebrations of life or such activities of similar nature. It shall be the purpose of this policy to preclude such use for non-school related activities.

Groups or individuals, entities, persons, partnerships, organizations or associations as covered by this policy and using school facilities may be categorized as Class A, B, or C. Priority for use is in the order listed except the priority for uses within any Class shall be on a first come first served basis. Priority in time determined by the date and time of submission to the building principal or authorized agent of the completed application for the proposed use. It is the philosophy of the district that activities for local children will take precedence over adult activities. District facilities will not be used for profit-making activities except for school and charitable activities.

1. Class A: Youth organizations and local non-profit youth groups providing service to school-age children from Post Falls School District #273, whether or not the youth organizations or groups are sectarian or related to a particular religion or religion generally. Examples of some such organizations and youth groups are community education classes and activities for youth; youth sports; Boy Scouts; Girl Scouts; Campfire; Park and Recreation activities for children ages 0-21; community organizations of a civic or service nature for children ages 0-21.
2. Class B: Civic/Service agencies and local (in district) For example: adult recreation groups; colleges and universities; public agencies.
3. Class C: Local (in district) private parties and local (in district) business activities.

The administration of Post Falls School District #273, being integrally involved in the ordinary day-to-day operations of the school district and being familiar with the costs associated with the operation of the district and the need for preservation of the district facilities, the Board of Trustees hereby authorizes the administration to establish a schedule of fees to be reviewed by the board periodically and further authorizes the administration to establish such special rules as may be necessary to carry into effect the purposes and intent of this policy.

Adopted: 11/11/96

Amended: 7/15/97, 10/9/23

Reviewed: 2006, 2013, 2023

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Business Procedures: Income

Section Title: Special Rules for Use of School Facilities and Other School Properties

Sub-Section No. 702.5c

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### **SPECIAL GYMNASIUM RULES**

A message to all coaches, supervisors, players, parents, and other persons using gymnasiums owned by School District 273: Please respect the school gymnasium you are about to use. Discuss with all members of your group or organization the special gym rules listed below. The applicant assumes responsibility for the supervision of individuals attending the activity or program.

#### **GYMNASIUM RULES:**

1. No eating or drinking in the gym.
2. No gum chewing.
3. Use only scuff-free gymnasium shoes on the hard gymnasium floors. Said shoes must be cleaned prior to use on the floors.
4. No muddy or wet shoes allowed on any gymnasium floor.
5. Students are to go home before game/practice time, unless the game or practice is directly after school.
6. Parents are to arrange pick up directly after game/practice time. **NO LOITERING.**
7. Sweep the entire floor clean after use.
8. Flush toilets used.
9. Turn off lights when closing up.
10. Complete gym use check list when finished.

#### **SPECIAL RULES CONCERNING INSIDE FACILITIES USE:**

Please respect the facilities you are about to use. Discuss with all members of your group or organization the special rules listed below. The applicant assumes responsibility for the supervision of individuals attending the activity or program:

1. Flush toilets used.
2. Turn off lights when closing up.
3. Complete checklist and/or check with building custodian when the activity is concluded.

These are basic rules that are to be followed including any reasonable inferences which may be drawn regarding the care and preservation of district facilities.

Adopted: 11/11/96

Amended: 7/15/97, 10/9/23

Reviewed: 2006, 2013, 2023