

RENTAL AGREEMENT FOR SCHOOL FACILITY Bon Homme School District #04-2

Check All That Apply:

Springfield Gym Springfield Cafeteria Springfield Kitchen
 Tyndall Gym Tyndall Auxiliary Gym Tyndall Kitchen
 Tyndall Commons Tyndall Elem Media Center BHHS Wrestling Room
 Other Area (list) _____

Activity/Event: _____

Is This Event A Tournament? yes no Is This Event a Fundraiser? yes no

Sponsoring Group: _____

Name of Person in Charge of Event: _____

Date(s) _____

Start Time(s) _____ End Time(s): _____

Equipment Requested _____

RENTAL CHARGES

- A. Public organizations involved in an educational purpose including parent teacher organizations, church groups, Boy Scouts, Girl Scouts, 4-H Clubs, Booster Clubs, After Prom Committee, and public or private groups for non-restrictive usage such as basketball practice, jogging, workouts, meetings, etc.
- B. Event by a public and private non-profit organization including Rotary, Chamber of Commerce, church groups, individual parties, etc. for restricted use.
- C. Private profit-making organizations including advertising promotions, displays, banquets, etc.
- D. Public or private groups for restrictive usage such as basketball, volleyball, youth wrestling, etc.
- E. Public or private groups for money making educational activities such as gymnastics, jogging, etc.
- F. Athletic Camps (Volleyball, Boys Basketball, Girls Basketball, Wrestling, etc.)
- G. Tournaments and Fundraising Activities: Organizations and volunteer programs such as parent teacher organizations, Youth Basketball, Youth Wrestling, Youth Volleyball, Booster Clubs, Boy or Girl Scouts, 4-H, After Prom Committee, Rotary, Chamber of Commerce, Church Groups, or Individual Parties.

Groups or individuals hosting tournaments or fundraising activities will be required to deposit \$75 (cash or check) with the Business Manager prior to the event and at the time of completing the rental form. The group using the facility will be required to clean up after the activity to the satisfaction of school administration. If the facilities are not cleaned to the satisfaction of school officials, a proportionate amount up to and including the entire \$75 deposit will be retained by the school district. In addition, custodians who are summoned to assist groups or individuals will be compensated by the renter(s) at the rate of \$20 minimum per call and \$20 per hour while their services are needed.

FACILITY	A	B	C	D	E	F	G
Springfield Gym	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
Springfield Cafet/Kitchen	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
Tyndall Gym	NC	\$50	\$75	NC	\$10.00/hour	\$25	NC
Tyndall Auxiliary Gym	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
Tyndall Kitchen	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
Tyndall Commons	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
Tyndall Elem Media	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC
BHHS Wrestling Room	NC	\$20	\$25	NC	\$7.50/hour	\$25	NC

Requested Classification _____ Fee to be paid (if any) _____

I understand that:

- I will be responsible for any damage sustained to the facility or any equipment/fixtures therein while I am responsible for it. Should any damage be sustained, I will reimburse the District for repair costs or for the loss of value. I will remain in the facility as supervisor, or I will provide a competent supervisor.
- The School District will not be responsible for any injuries to anyone whom I bring or allow in the facility.
- I will ensure that persons whom I bring or allow in the facility will abide by the conditions set forth in this agreement and in School Board Policy KG (attached).
- I will be responsible for turning off all lights and for securing the building.

Signature of Person Completing Form _____ Address _____ City, State, ZIP _____

Home Phone _____ Cell Phone _____

Work Phone _____

Building Principal

All applications must be approved by the Building Principal of the building in which the desired facility is located.

____ Event does not conflict with custodial schedules for that date

____ Approve ____ Disapprove

Building Principal Signature

(Please forward to Food Service Director if kitchen facilities are requested)

(Please forward to the Activity Director if any other facility is requested)

Date

To be completed by the principal following receipt of the approved rental form:

Equipment issued to _____

Date _____

Equipment returned to _____

Date _____

Springfield Facilities - Check out keys and pay fees (if any) in the principal's office.

Key issued by _____

Date _____

Key returned to _____

Date _____

Food Service Director

If a kitchen facility is requested, the application must be approved by the Food Service Director. If the facility is not available on the requested date, the form will be returned to the Building Principal who will notify the renter.

____ Approve ____ Disapprove

Food Service Director Signature

(Please forward to the Activity Director)

Date

Activity Director

All applications must be approved by the Activity Director. If the facility is not available on the requested date, the form will be returned to the renter.

____ Approve ____ Disapprove

Activity Director Signature

(Please forward to Business Office)

Date

Business Office Use

____ Approve ____ Disapprove

Business Manager Signature

Date

Approved Classification _____ Fee Paid _____ Check _____ Cash _____

Tyndall Facilities - Check out keys and pay fees (if any) in the Business Office.

Key issued by _____

Date _____

Key returned to _____

Date _____

A copy of the rental form will be returned to the renter, Principal, Food Service Director, and Activity Director. The renter(s) shall keep the attached School Board Policy KG.

Use of School Facilities

Since our schools belong to the people of the School District and since our plant facilities are established, maintained, and operated by funds largely provided by local taxes, it is the intention of the Bon Homme School Board to protect those assets entrusted to it. It is the Board's intention to grant the use of school facilities for activities of a cultural, educational, civic, social, recreational, governmental, and general political nature which are to be sponsored by responsible, recognized local persons, organizations, agencies, or institutions as recognized by the Bon Homme School Board. The Board reserves the right to negotiate separate contracts for any or all uses, to cancel any such contract without liability and to determine a rental and maintenance fee schedule. No use of school facilities shall be contrary to the laws of our state, the ordinances of our cities and county or other policies of the Bon Homme School Board. Legal Reference: SDCL [13-24-30](#)

Application: Application forms for the use of Bon Homme #04-2 school facilities may be obtained in any school office. Individuals completing the application for use of school facilities must be at least 21 years of age. Any fees for the use of the building are to be computed and paid at the time the agreement is executed with the principal and are to be deposited by the Business Manager in the General Fund of the District.

1. All applications must be approved by the Building Principal of the building in which the desired facility is located.
2. The Activity Director must verify the facility is available.
3. The applicant may then make arrangements for keys and fees (if any).
4. All forms will be filed with the Business Manager.

Keys: Keys are to be requested and checked out during school hours and returned on or before the first school day following facility usage. Failure to return the key will result in a \$1.00 per day charge until the key is returned. Loss of the key will result in the cost of changing locks and/or replacing keys to be billed to the party signing the application form.

Springfield Facilities - Check out keys and pay fees (if any) in the Principal's Office.

Tyndall Facilities - Check out keys and pay fees (if any) in the Business Office.

Prohibited Activities: Prohibited activities include promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision which advocates governmental change by violence. Any activity that may violate the canons of good morals, manners, taste, or be injurious to the buildings, grounds, or equipment is prohibited. Prohibited activities include events which are discriminatory in the legal sense and any activity which would result in drug, tobacco, or alcohol use on the premises.

Requirements of Users: Users shall provide adequate and appropriate adult supervision by one or more individuals at the activity from 20 minutes before the activity begins and to remain until all participants and public have left and the building is secure. Users agree to save and hold harmless, protect, and indemnify from and against any loss, damages, claims, suits or actions at law, judgments and costs arising from their use. Users agree to protect the physical assets and not to materially alter, move, or harm them in any manner. Users shall surrender the facilities in a clean and undamaged state (in the same condition prior to rental) on time and pay for any and all damage ensuing during the time of their use. The users shall be held fully responsible and liable for the proper use of the facilities, equipment, and conduct of persons in attendance and participating. All users who use, rent, or lease school facilities will be responsible for all reasonable cleanup, setup, and damage. Those who fail to clean the facilities may be charged a \$20 fee and may lose the privilege of renting school facilities in the future. In addition, those who fail to abide by any of the requirements as stated in this agreement may forfeit the opportunity to rent or use facilities and/or equipment in the future.

General Conditions: The users of school facilities shall be held fully responsible and liable for the proper use of the facilities, equipment, and conduct of persons in attendance and participating. The Bon Homme School Board reserves the right to require minimal prescribed limits of public liability and property damage insurance for all groups and individuals using any school facility or equipment and to require that evidence of such insurance be presented at the time of application and before the use of the facility and equipment. The School Board may require a uniformed security person to be on duty during an event. The expense will be the responsibility of the user.

Custodial Service: No one except qualified school custodians shall be allowed to operate or adjust such equipment in the building as heat, ventilation, and control panels. If an individual or group is granted permission to use school facilities or equipment, the users are responsible to have everything cleaned and returned to satisfactory condition immediately upon completion of the event. Example: If the gym is used, the users need to clean the gym and also check and clean areas that users may enter such as locker rooms, bathrooms, lobby, etc. **Groups or individuals hosting tournaments or fundraising activities will be required to deposit \$75 (cash or check) with the Business Manager prior to the event and at the time of completing the rental form. The group using the facility will be required to clean up after the activity to the satisfaction of school administration. If the facilities are not cleaned to the satisfaction of school officials, a proportionate amount up to and including the entire \$75 deposit will be retained by the School District. In addition, custodians who are summoned to assist groups or individuals will be compensated by the renter(s) at the rate of \$20 minimum per call and \$20 per hour while their services are needed.**

Food Service: The use of the kitchen facilities and/or equipment may be granted on a limited basis upon approval of the School Board and/or Food Service Director or private food service contractor. No organization, group, or individual may have access to the kitchen area unless the Food Service Director or private contractor grants permission. The Food Service Director or private contractor may require themselves or their designee to be present when the kitchen facilities are being used. In planning an event where the kitchen facilities will be used, the Food Service Director or private contractor must be involved in the planning, operation, and supervision of such a project. The expense of having kitchen personnel present will be the responsibility of the user. When an individual or group is granted permission to use kitchen facilities by appropriate parties listed above, the users are responsible to have everything cleaned, disinfected if necessary, and returned to satisfactory condition immediately upon completion of the event. Failure to adhere to conditions as stated by the Food Service Director or private contractor will result in the additional time and expense of returning the kitchen to an acceptable manner being charged to the user. The users may relinquish the opportunity to use the kitchen facilities in the future.

Insurance Protection: The Bon Homme School District liability insurance will only protect the direct interests of the School District. Those who use school facilities and/or equipment assume liability and responsibility for accidents, damage, injury, death, etc. which is outside the direct interests or responsibility of Bon Homme School District.

Facilities and Equipment: Facilities may not be scheduled for any use or rental if that use conflicts with the facilities use for school purposes. The facilities may be loaned to the cities of Tyndall or Springfield; Bon Homme County; State of South Dakota and Federal Government agencies under this policy. Organizations such as Boy/Girl Scouts and 4-H, which are identified with a national organization and which supplement the District's educational process, volunteer programs such as Youth Basketball, Youth Wrestling, Youth Volleyball, Boosters, After Prom Committee, and Church groups, which support and strengthen the District's educational system, and parent-teacher organizations serving the attendance area, may also use school facilities without charge. Facilities and/or equipment may be loaned without charge to any local individual(s) or organization(s) who operate non-profit activities which directly benefit the Bon Homme School District. Facilities may be loaned to public or private groups for usage such as basketball practice, volleyball practice, jogging, workouts, meetings, etc. **Gym shoes must be worn for all physical activities conducted on gym floors unless other arrangements are made at the time the agreement is signed.**

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Legal Reference: SDCL 13-24-20

Revised: August 1999; July 12, 2010; June 10, 2019

PROCEDURES FOR GYM USAGE/RENTAL

These guidelines are meant to provide a safe and organized opportunity for everyone. Therefore, not following them may result in a loss of gym privileges. Person responsible must fill out usage / rental form @ the school office.

1. Person responsible must have the time scheduled with the school prior to use so there are no conflicts with other activities.
 2. Person responsible for the key must be present during usage of gym and return key to office promptly after gym use.
 3. Must have adult supervision at all times.
 4. No sharing of key with any other person or group unless authorized by school personnel.
 5. Person or group using the gym will only have access to the gym and no other areas of the school.
 6. Person responsible must report any damages to school personnel.
 7. No usage of kitchen area unless agreed upon in rental agreement.
 8. There will be no baseball / softball batting practice using hard balls that could damage walls / floors / ceilings. Live pitching practice with a catcher IS required.
 9. Gym usage is limited to families of current Bon Homme School District students unless other arrangements have been made.
 10. Facility being used and / or rented must be cleaned before leaving the building. Such as: sweeping floors - cleaning off bleachers - picking up all trash - checking both restrooms for trash and flush all toilets - shut off all lights - check and lock all doors to gym. Put all tables and panels back in the correct placement.
 11. School keys must be returned to the school office by May 30 to allow for summer maintenance and cleaning and will be available for signing out after school begins in August.
- *** School sponsored activities will have precedence over all other activities.

BON HOMME SCHOOL DISTRICT #04-2 CUSTODIAL STAFF

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