



REQUEST FOR BUILDING USE

**** This is not the Final Contract – Final Contract will be sent for your signature once this request is approved.**

**To: District Support Center
Attn: Finance Department
715 W. Platte Avenue
Fort Morgan, CO 80701**

Today's Date: _____

Requested Facility: _____

Requestor for Building Use

Organization/Group: _____

Person Responsible: _____

Address: _____

City, State, Zip Code: _____

Telephone (Home/Office/Cell): _____

Fax: _____

Email: _____

***Name of Insured Group:**

See pg. 3 for requirements

****a Copy of the Liability Insurance Certificate must accompany this request****

CATEGORY 1	No facility rental fee or application fee shall be charged to the following: 1. School-affiliated groups, including Morgan Community College; City of Ft. Morgan; parent-teacher organizations; school-related parent and community groups; or employee groups, all of an educational, recreational, social or professional nature as approved by the building administrator or designee. 2. Groups conducting activities designed to directly benefit Morgan County School District Re-3 students. 3. Governmental entities using facilities as a polling place. 4. Precinct caucuses.
CATEGORY 2	A nominal non-refundable application fee shall be charged to the following groups for each contract. No additional rental charges shall be made if their activities are restricted to fields. 1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups). 2. Community affiliated groups of an educational, recreational, social, professional nature for adults. 3. Community-sponsored activities when: a. Instructors or supervisors receive no payment for their involvement in that activity. b. Fees for the activity, if any, provide only for direct non-personnel costs.
CATEGORY 3	A nominal non-refundable application fee shall be charged to the following groups for each contract. Commercial, private, church and other non-profit groups that do not meet the criteria in Category 2 and for-profit groups and individuals may rent school facilities when their use is compatible with Board policy.

Facility Areas Requested (please check all that applies)

_____ Classroom(s) Qty. _____	_____ Gymnasium - <i>Main and/or Auxiliary (please circle)</i>
_____ * room #'s: _____	_____ High School Wrestling Room
_____ Cafeteria Without Kitchen	_____ High School Practice Field
_____ Cafeteria With Kitchen	_____ High School Little Theater
_____ Elementary All-Purpose Room	_____ Legion Field
_____ Middle School Auditorium	_____ Other – please specify
_____ High School Auditorium (Please See & Sign the attached guidelines & rules for H.S. Aud. Use) *See Page 5	

Personnel Required

Other Services and Equipment Required (Please Explain)

_____ Custodian	_____
_____ Cook	_____
_____ Other	_____

A custodian or other designated district employee is required to be on duty at all times during the rental period.

DATE(s) and TIMES of USE REQUESTED:

<u>DATE(S)</u>	<u>TIME</u>	<u>AM/PM</u>		<u>TIME</u>	<u>AM/PM</u>
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____

Please Note: All facility use is subject to the general guidelines and availability of district staff. A contract must be prepared and signed before the District Support Center reserves the facilities and determines rental costs.

Signature of Principal/Administrator **Date**

PURPOSE FOR RENTAL: (Must be completed)

REMARKS:

APPLICATION PROCEDURES AND BILLING

Individuals or organizations must obtain a Request for Building Use form from the building principal or the District Support Center. A contract will be issued from the District Support Center after the building principal/or designee schedules the facility.

Proof of Liability Insurance Coverage Required:

School district property insurance and comprehensive general liability insurance does not extend to community or other groups using school facilities. The district will require non-school groups to provide certificates of insurance in the following amounts:

1. Entities which can establish coverage under the Colorado Governmental Immunity Act must provide certification of proof of insurance at least to the limitations provided in the act.
2. All other entities not protected by the limitations of the Governmental Immunity Act must provide a certificate of insurance in the amount of \$500,000 and **must accompany the Building Use Request Form.**

Organizations using the facility multiple times during a quarter shall be billed for the entire calendar quarter at the end of the quarter. Organizations using the facility only once during a quarter shall be billed at the end of the event.

A statement will be sent by the District Support Center to the user for rental fees, and other charges according to the fee schedule. Checks should be made payable to Morgan County School District Re-3 and returned to the District Support Center with the billing statement. Failure to pay as per agreement may result in denial of access to the facility and denial of future requests.

COMMUNITY USE OF FACILITIES FEE SCHEDULE – Please see Attached

File: KF

COMMUNITY USE OF SCHOOL FACILITIES

School buildings and equipment represent a considerable investment of public funds. The Board of Education shall permit and encourage community organizations to use school facilities for programs that provide a wide range of educational, social, recreational and cultural activities for the citizens of the district. Such use shall be subject to the conditions described in this policy and the accompanying regulations.

The primary use of school facilities shall be for school purposes. No other use of facilities shall be permitted that interferes with school-sponsored activities.

Eligible Organizations

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations, including the Boy Scouts of America, Girl Scouts of America, Little League Baseball, and any other group intended to serve youth under the age of 21, may use the school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers. Applicable fees will be assessed according to policy.

Whenever a cafeteria is used, it shall be under the supervision of a school employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Rental Charges and Approval of Use

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the superintendent.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or occupancy. When using school facilities, organizations will be required to furnish satisfactory liability insurance protection.

FMHS Glenn Miller Auditorium Rental Guidelines ONLY:

Any outside group renting the Glenn Miller Auditorium must agree to these rules.

1. In order to use any of the school's light or sound equipment, you must pay for a stage manager to work at your event. This is part of your contract. If your group has a qualified light/sound person, you still must have a school stage manager present to supervise use of the school's equipment. Custodians cannot provide this service.
 - a. Exception: a custodian or administrator can turn on one microphone and house lights (no stage lighting) for events like meetings.
2. The stage manager's job is to set up and operate lights and sound for your event. Stage managers and custodians will not unload your equipment or do other work that is the responsibility of the group renting the auditorium.
3. Your contracted auditorium use time is set. You may not enter the building early or stay late without adding the time to your contract and paying additional hourly fees.
4. Any damage caused by your group's use of the auditorium will be noted and fees charged.
5. Your group may not move or interfere with equipment, set pieces, instruments, or other school-owned items backstage. If you will need something moved, we require notification in advance.
6. You may not attach anything to stage curtains. If you need a curtain moved, notify the stage manager.
7. Painter's tape and professional spike tape or gaffer's tape are the only tapes to be used on the stage floor. Appropriate tape may be purchased from the stage manager. Duct tape is not permitted.
8. If you require dressing areas, you must also pay to reserve Room 118, Room 125, and/or other rooms in that wing of the building. Hallways are not dressing rooms. Your group will be responsible for any damage to carpets, musical instruments, or other school property in dressing rooms.
9. Food and drink (except water) are not permitted in the auditorium or dressing areas. You may eat and drink in the Commons. You will be charged extra for spill cleanup or other food-related damage.
10. If your group intends to use the grand piano, the school needs to know at least 30 days in advance. An additional fee for piano tuning will be assessed unless your group hires a school-approved piano tuner.

Signature of Renter

Date