

## FILE KF-E(3) Dorchester School District Two Facility Usage Agreement

Use of any and all facilities directly or indirectly operated by, under the control of and/or otherwise subject to the authority and control of Dorchester School District Two will be governed by and will occur within those stipulations and parameters as stated in Board Policy KF and within those set by any other rule or regulation established by the board and/or its designee in conjunction with Policy KF and relevant to the use of school facilities in general and to the use of a specific facility for a specific event as the need arises to make such decisions and set such conditions.

The organizations renting the facilities hereto acknowledge an understanding of, agreement with and acceptance of the general provisions of Policy KF and/or those provisions of any specific terms further stated herein and/or on the attached form and/or on any other documents relating to the facility in general or in particular and to the activity in general or in particular. The signees hereto further agree to adhere to the aforementioned terms and/or provisions and to those of any regulation or stipulation that are established by the board and/or its designee during any and all phases of the event for which use of the facility has been granted.

Dorchester School District Two Board of Trustees and/or its designee(s) reserves the right to exercise its discretion and authority pertaining to the use of facilities under district supervision as is deemed proper and necessary by the provisions of Policy KF, SC Code of Laws and any other local, state and/or federal statute or regulation governing use of and access to public facilities, use of and access to school facilities and powers of boards of trustees.

In acknowledgement of the understanding of, acceptance of and agreement with terms and provisions referred to herein and contained in same or in any other appropriate documents related hereto, the document is signed by:

_____ Name of Organization	_____ Date	
_____ Representative Name	_____ Representative Signature	
_____ School	_____ Principal Signature	_____ Date
_____ Superintendent/Designee	Approval ( )Yes ( )No	_____ Date

**Dorchester County School District Two**

## FILE KF-E(2) Dorchester School District Two Facility Usage Agreement

FOR DISTRICT OFFICE USE ONLY

Date request received: \_\_\_\_\_

Approved: \_\_\_\_\_ NOT Approved: \_\_\_\_\_

Police/Security Required: Yes No Providing Agency: \_\_\_\_\_ No of Officers: \_\_\_\_

Name of School Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Name of District Approver: \_\_\_\_\_ Date: \_\_\_\_\_

### General information

Requesting Organization: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Organization Telephone Number: \_\_\_\_\_

Organization Email: \_\_\_\_\_

School Site Requested: \_\_\_\_\_

Event Beginning Date: \_\_\_\_\_ Event Ending Date: \_\_\_\_\_

Event Beginning Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Purpose of event or activity: \_\_\_\_\_

Description of event or activity: \_\_\_\_\_

Activity phase considerations - Describe activities to be conducted during the phases listed below; cite any special needs, etc.

Pre-activity (set up): \_\_\_\_\_

Activity operation: \_\_\_\_\_

Post-activity (shut-down, clean-up): \_\_\_\_\_

*Security* - The user assumes full responsibility for providing and maintaining during all phases of the activity, security that is adequate to ensure the safety of persons and property impacted upon by the activity.

*Liability* - The user assumes full responsibility for any and all damages, injuries, claims, or property damage which arises or may arise from or during any phase of this activity and/or that may be directly or indirectly attributed to any phase of this activity. The user agrees to indemnify, hold harmless, and defend Dorchester School District Two, its agents and assigns, from any and all damages, injuries, and claims arising from or attributed directly or indirectly to the activities and use of the facilities.

*Facility restoration* - Facilities and/or areas used by the requesting agency are to be returned to pre-activity condition to allow immediate use by staff and students upon their return to the site for regular school operations. Describe plans for clean-up.

*Fee schedule* – See KF-E(1)

## **Dorchester County School District Two**