

Agreement for Use of School Facilities

EVENT INFORMATION

School	Facilities Requested
Event Date	Event Time (include set up/clear out)
Activity Planned	Number of Participants
Other Personnel	Sound-Stage Lights
Number of Supervisors	Equipment Requested
Personnel Required: <input type="checkbox"/> Custodian <input type="checkbox"/> Nutrition Services <input type="checkbox"/> Stage Manager <input type="checkbox"/> Stage Technicians	

CONTACT INFORMATION

Organization	Person Requesting Use
Mailing Address	Telephone Number
Tax Exempt: <input type="checkbox"/> Yes <input type="checkbox"/> No Federal Tax I.D. Number	Certificate of Liability Insurance (naming SLCSDB additionally insured)

FEES

	Number of Hours	Per Hour	Total
Facility: _____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Personnel: _____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Equipment: _____	_____	\$ _____	\$ _____
Total Fees Due:			\$ _____
Security Deposit Required: (separate check)			\$ _____

FEE DISCLAIMER

A minimum of two hours will be added to event time for custodial fees for set up and cleanup of the facility used @ \$45/hr. Large groups require multiple custodians.

Kitchen rentals require a member of the Nutrition Services staff to be present @ \$28/hr.

Auditorium rentals require a stage manager @ \$55/hr. If stage lights and sound equipment are used, additional stage technician(s) are required @ \$7.50/hr.

There will be a \$25 fee for all returned checks. Fee and deposit payments are due 10 business days prior to rental.

\$50 late handling fee for requests/schedule changes made less than 10 business days prior to use.

\$50 late handling fee for payments received less than 10 business days prior to use.

Deposits will be refunded after receipt of completed, signed rental report. Any time overruns, damages, excess cleanup will be deducted from deposits. Refunds will be processed no later than 30 days after the rental date.

The district reserves the right to charge additional fees if costs rise above deposit amount.

The superintendent is the only administrator that can waive any fees. Written requests must be submitted with application for use.

Field renters will be held responsible for damage to any fences that occur during their rental period.

Payment received on: _____

INDEMNIFICATION

User warrants to the District that it will provide all the supervision necessary for the safe use of District Facilities. User understands and agrees it takes full responsibility to provide medical and emergency care to all those involved in the Event, including participants and spectators. User warrants to the District that all medical and emergency care will be appropriate and sufficient. User agrees to indemnify, hold harmless and defend the District, and all its boards, officials, officers, employees, agents and volunteers from any and all lawsuits, claims, damages, liabilities, cost and expenses, including attorney's fees, arising out of or in any way connected with this Agreement for Use of the Facilities, except such that result from the sole negligence of Indemnities. User agrees to adhere to all federal and state laws, rules and regulations, and all applicable Salt Lake City School District Board of Education policies and District administrative procedures.

APPROVAL

Person Requesting Use:

Print Name

Signature

Date

Approved by:

Print Name

Signature

Date

By signing above, the renter agrees to all terms and conditions set forth in Board Policy C-4 and its accompanying administrative procedures.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.