

Policy 9305: Use of School Property and Equipment

Status: ADOPTED

Original Adopted Date: 07/12/1976 | **Last Revised Date:** 06/18/2026 | **Last Reviewed Date:** 06/18/2026

Use of school property and equipment by the community, and in some cases individuals, is permissible. However, since considerable funds are invested in property and equipment, the St. Maries Joint School District No. 41 Board of Trustees has implemented the following guidelines to ensure proper care of District property.

CONTRACT FOR USE OF ST. MARIES JOINT SCHOOL DISTRICT NO. 41 FACILITIES

This Contract is made this ____ day of _____, _____, by and between

_____, hereinafter referred to as "User", and St. Maries Joint School District No. 41, hereinafter referred to as "District" for the use of the following District facilities.

Facilities to be Used

Building location	
Purpose of usage	
Dates and times	
Contact Person	
Contact Information	
Additional requests/information for usage (Other)	

Extra equipment, services or special rooms to reserve

	_____ Kitchen (there is an extra cost) (\$10.00/hour). (Two hours minimum and five hours maximum).
	_____ Tech equipment (there is an extra cost) (\$10.00/hour). (Two hours minimum and five hours maximum).
	_____ Janitorial costs extra after five hours (\$10.00/hour). (Two hours minimum and five hours maximum).
	_____ Volleyball Nets cost extra after five hours (\$10.00/hour). (Two hours minimum and five hours maximum).
	_____ Wrestling Mats cost extra after five hours (\$10.00/hour). (Two hours minimum and five hours maximum).
	Other (\$10.00/hour). (Two hours minimum and five hours maximum).

All fobs/keys are to be returned to the appropriate school or District Office within three (3) days following use of the facility.

Fees and Insurance

Since it is a policy to raise funds through taxation to operate the school's educational program only, the Board finds it necessary to charge a minimal fee for use of the school buildings, facilities, and grounds by organizations not directly associated with the District. These fees will be used to offset a portion of the expenses made by increased use of heat, lights, food service and janitorial services. The Board of Trustees may, at their discretion, void the usage fee schedule when it is deemed in the best interest of the school and community.

The cost will be ten dollars (\$10.00) per hour, with a minimum of at least twenty dollars (\$20.00), and not to exceed

fifty dollars (\$50.00) a day.

Organizations, corporations, or private businesses and individuals assume full liability for facilities, grounds and equipment use while in their custody. Any organization or group that has been granted permission to use the school facilities, or grounds must be fully responsible for any damage to school property. All groups, including recognized employee associations, Parent Teacher Organizations (PTO), St. Maries Education Association (SMEA), scouting groups, and other school-sponsored clubs, who are renting the facility or the grounds for an activity or event, other than a meeting, will be required to obtain their own comprehensive general liability policy, including the District as an additional name insured in the following amounts:

1. Minimum limit of liability coverage of \$500,000, per occurrence/event or activity. Organizations can complete the liability waiver to hold meetings only.
2. The Certificate of Insurance must also show coverage in the form of Blanket Contractual Coverage or name the School District as an additional insured.

In general, non-profit, religious, and service organizations, including PTO, SMEA, and other school-sponsored clubs will be allowed to use some facilities, the grounds, and equipment free of charge. However, unless they are only holding a meeting, they will still retain full liability. For meetings only, these organizations can complete the Facilities-Use Waiver (9305)(E)(1).

Responsibilities of the Authorized User

The undersigned, being an agent of the above-named User, and on behalf of the User, does hereby agree to indemnify, protect, save, and keep the district harmless from and free from any losses, damages, injuries, claims, demands, and expenses, including legal expenses, arising out of the use by the User of any facilities owned by the District.

The Building Principal/Designee responsible for the building or facilities being utilized shall be immediately responsible for maintaining accurate information as to who is using the facilities, the purpose, and the schedule of usage.

The User agrees to the following terms and conditions for the use of the specified facilities:

1. The user should supply their own needed equipment unless requested and approved (i.e. volleyball nets, wrestling mats).
2. The facilities cannot be used for storage; only day-to-day usage.
3. Users will clean the facilities upon completion of the activity. This process should include, but not be limited to: sweeping floors, picking up trash, checking the stage, restrooms, bleachers, removing personal items, and locking up the rooms, gym, and building or gate (leaving the facility in as good of condition as it was found prior to usage).
4. Users will pay for any damages that occur while using the facilities.
5. Any people who are not part of the User's group will not be allowed to loiter around or in the facilities being used. Non-participating children, siblings, etc. should not be in attendance and under no circumstances shall have access to other parts of the facility.
6. All lights will be turned off and heat settings returned to non-occupied settings when the activities are completed.
7. The user is responsible for making certain that there is adult supervision.
8. As outlined in the Contract, all users will agree to indemnify, protect, save, and keep the District harmless from and free from any losses, damages, injuries, claims, demands, and expenses, including legal expenses.
9. No District facility may be used for personal gain.

The Board of Trustees and District officials reserve the right to deny usage by any party or individual as District use remains a top priority.

Athletic Coach Volunteer User

1. The gym time needs to be scheduled with the Athletic Director and Head Coach.
2. The volunteer, with no employee supervision, will need the student-athletes' emergency contact information.
3. The volunteer, with no employee supervision, also needs District/School employee contact information.

Facility Security

Fobs/keys will be issued to each approved coach/user. Fob/key expectations are as follows and disregard for these expectations will be grounds for forfeiture of privilege:

1. After a fob/key has been issued, it is the responsibility of the coach/user to ensure that the fob/key works a

minimum of one (1) business day prior to the event. Please report defective fobs/keys to the District Office at (208) 245-2579.

2. The fobs/keys are only to be used for District and School-sponsored activities/events. The fobs/keys are not to be used to access the facilities for private use.
3. The fobs/keys are to be used for the facility only for the prior-approved and scheduled times only.
4. Fobs/keys are not to be used or lent to anyone other than the approved user.
5. Lost or missing fobs/keys should be reported immediately to the building or district supervisor. The user may be charged a fine for the lost fob/key.

Scheduling

1. Complete the Contract submit to the building or District Office. Reserve at least five (5) days (or one school week) in advance.
2. Include the proof of insurance that lists St. Maries Joint School District No. 41 as the "Other Insured". No facility should be scheduled until this process is complete.
3. School and District events are scheduled first. Second, St. Maries Joint School District No. 41 looks to schedule outside entities when and where the facility is available.
4. No approval of outside organizations can be finalized until the District's needs are met.
5. The buildings can be reserved within this time frame: 5:00 a.m. to 10:00 p.m.

Kitchen Facility Use Agreement

Hour(s) of KITCHEN activity:

Monday	From: a.m./p.m.	To: a.m./p.m.
Tuesday	From: a.m./p.m.	To: a.m./p.m.
Wednesday	From: a.m./p.m.	To: a.m./p.m.
Thursday	From: a.m./p.m.	To: a.m./p.m.
Friday	From: a.m./p.m.	To: a.m./p.m.

Building Principal _____

Head Coach/Athletic Director _____

Facilities and Maintenance Director _____

Food Service Director (if the kitchen is reserved) _____

ST. MARIES JOINT SCHOOL DISTRICT NO. 41

Superintendent Approval

Authorized User

BUILDING FOB/KEY DISTRIBUTION

Fob/Key Issued to: _____

Number of Fobs/Keys Issued: _____ Fob Numbers: _____

Date: _____

Date Keys Returned: _____

Cross-Reference Policy:

1004.02 - Supervision by District Personnel

Board Policy No. 802.03 History:

Adopted	07/12/1976
Reviewed	11/11/1985
Amended	11/11/1985
Reviewed	08/04/2008
Reviewed	02/24/2025
Reviewed	04/21/2025
Amended	04/21/2025
Reviewed	06/01/2026
Reviewed	06/18/2026
Amended	06/18/2026
