

**CROOK COUNTY SCHOOL DISTRICT  
BUILDING USE AGREEMENT**  
*(\*requires additional contract)*

<b>KG-AR (2) Request Form 9/12/16</b>
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- |                      |                    |                                     |
|----------------------|--------------------|-------------------------------------|
| _____ AUDITORIUM*    | _____ CLASSROOM    | _____ ATHLETIC FIELDS               |
| _____ SOUND & LIGHT* | _____ LIBRARY      | _____ PARKING LOT/GROUNDS           |
| _____ STAGE          | _____ SHOP         | _____ STADIUM                       |
| _____ COMMONS        | _____ LABORATORY   | _____ CAFETERIA (excluding kitchen) |
| _____ GYM            | _____ BATTING CAGE |                                     |

NAME OF GROUP \_\_\_\_\_

DATE(S) REQUIRED \_\_\_\_\_ In \_\_\_\_\_ Out \_\_\_\_\_  
 \_\_\_\_\_ In \_\_\_\_\_ Out \_\_\_\_\_

SCHOOL \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

EQUIPMENT REQUIRED: Sound & Light \_\_\_\_\_ Audio/Visual \_\_\_\_\_ Sporting \_\_\_\_\_  
 (extra charges apply)

CONTACT PERSON: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Day Phone \_\_\_\_\_

District policy requires that a district employee be on duty during the entire time a building is in use. If use of the facility is at a time when no employee is on duty, a fee will be charged to cover the cost of providing an on-duty staff member.

The applicant's signature on this form shall constitute evidence that he/she is authorized to sign on behalf of the requesting organization and that he/she has read and understands the terms stated on the reverse of this form, and agrees to follow them fully.

<b>Applicant Signature</b> _____	<b>Date</b> _____
<b>Building Use Coordinator Approval</b> _____	

**COST**

*(to be completed by District personnel)*

	<u>Estimated</u>	<u>Actual</u>
# Hours of Use _____ @ \$ _____ = \$ _____		\$ _____
# Hours of Use _____ @ \$ _____ = \$ _____		\$ _____
# Custodial After-hrs Services _____ ** = + \$ _____		+ \$ _____
# Other Employee After-hrs Services _____ ** = + \$ _____		+ \$ _____
Total	\$ _____	\$ _____

\*\*Actual wages plus APC (Less Deposit) (\$ \_\_\_\_\_)

**Total Due** \$

## RESPONSIBILITIES OF BUILDING USERS

1. An authorized use of district facilities is not transferable to another organization or individual.
2. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all safety laws and regulations are followed.
3. Depending on the kind of activity and the extent of the risk involved, the user may be required to provide the district with a Certificate of Insurance documenting adequate liability insurance coverage and naming the district as an additional insured.
4. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverage or illegal or illegally obtained drugs in the school buildings or on the school grounds.
5. The user shall confine the use of the facilities to the area or areas specified in the contract. Participants shall remain in the authorized area or room and not be allowed to roam the halls.
6. Assurance that persons using school facilities and patrons on school facilities do not smoke on school grounds.
7. Should the district deem appropriate the person/organization using the facilities may need to retain security services at their expense.
8. Any cooking, heating or re-heating of food items is to be done in the kitchen facilities, home ec classrooms, or other designated areas as approved by the district. Cooking in any other location is forbidden and will result in loss of the full security deposit and/or will forfeit any further building use from the offending group.
9. Concessions that require only heating or re-heating are not required to use kitchen staff or the kitchen facilities. Cooking in kitchen areas require use of district food service personnel (see B.4).
10. All groups serving food items are subject to local health regulations.
11. **As a condition of use of the facility, the user shall not allow or engage any person to possess a dangerous or deadly weapon or firearm on district property during the time period of facility use.** This prohibition includes those who may otherwise be permitted by law to carry such weapons that include a person licensed to carry a concealed handgun.
12. **Violation of the terms and conditions of the use contract shall constitute grounds for revocation of the contract and may result in a ban on future use of the facility for up to 12 months for the person or group reserving the facility.**

## BUILDING USE FEE SCHEDULE

(See Policy KG, revised 9-12-16)

### Schedule A

- Covers use of facilities by **district's** school(s) and organizations **in the school district** including some 501c who, without charge to participants (excluding direct material costs), cooperate with schools to implement or produce programs primarily for the benefit of school age youth. Also includes public meetings of governmental agencies where no fee is charged.

### Schedule B

- Government and non-profit organizations recognized under section 501c of the Internal Revenue Service code or legitimately sheltered under the umbrella of another 501c organization or individuals engaged in charitable activities, the entire proceeds of which (less expenses **and district expenses**) will be donated to a government or non-profit organization as defined above.
- Religious and political groups
- Non-profit organizations and community groups charging a fee for participants.
- Community Memorial Services

### Schedule C

- All other users

In certain instances, the superintendent, in consultation with the board chair, may override the stated fee when in the public interest.

### All applications subject to \$10 Processing Fee.

<u>HOURLY RATES</u>			
<i>for hours when school personnel are normally on duty</i>	Schedule A	Schedule B	Schedule C
Batting Cage	\$0	\$20	\$40
Cafeterias	\$0	\$15	\$40
Kitchens	\$0	\$25	\$50
CCHS Commons	\$0	\$20	\$40
Classrooms	\$0	\$10	\$20
Gymnasiums (H.S. / M.S.)	\$0	\$20	\$40
Gymnasiums (elementary)	\$0	\$15	\$30
Home Ec Classrooms	\$0	\$20	\$40
Library/Shop/Laboratory	\$0	\$15	\$40
Meeting Rooms (D.O.)	\$0	20	\$25
Southwell Auditorium			
- w/o Sound & Stage Lighting	\$0	\$25	\$50
- w/ Sound & Stage Lighting	\$0	\$75	\$150
<u>DAILY RATES</u>			
	Schedule A	Schedule B	Schedule C
Ward Rhoden Stadium			
- w/o Lights	\$0	\$150	\$400
- w/ Lights	\$0	\$170	\$435
Athletic Fields, Grounds, Lawns and Parking Lots (all locations)	\$0	\$50	\$100
<u>ADDITIONAL CHARGES</u> (Note: Payment for these additional charges are to be forwarded to District Office)			
Audio/Visual Equipment Use			\$25/hr
Audio/Visual Equipment Student Support (1 hr min)			Range K, Step 1 + APC
Dist Personnel - Food Svc, Athletic, Custodial, Maint. (1 hr min)			Actual Wages Paid + APC
Delivery & setup of chairs/tables not already in space			\$1/each item
		<u>Schedule B</u>	<u>Schedule C</u>
Utilities (outside of regular hours - 3 hr minimum)		\$30/hr	\$50/hr