

## West Central School District 49-7

### **FACILITIES/EQUIPMENT USE AGREEMENT**

The West Central School District believes it is a privilege to use the facilities in the School District. All facilities should be taken care of while in use. Failure to do so may result in the loss of privileges by a group to use the school's facilities.

I, the undersigned resigned responsible person, hereby agrees to the following conditions when using the West Central School District facilities/equipment:

Please note the guidelines below and share the expectations with the individuals and families participating with your group.

1. No Double Booking (2 different adults sign up for times for the same group)
2. Make every effort not to prop the door open.
  - a. When your group is finished, make sure entries are closed
3. Clean up after yourself and the team
  - a. Pick up any clothing/gear left behind
  - b. Pick up any garbage
  - c. Sweep the floors
  - d. Equipment used by the group should be returned to its storage area in an organized manner
  - e. Lights are turned off to the areas used by the group
4. Do Not Sit on the bleachers when they are in the storage position.
5. Humboldt Elementary Gym - Do Not lower the hoops
6. While using the facilities, you are responsible for the individuals in your group, but also those observing your time.
  - a. If people are in the building, they should either be participating, watching, or asked to leave
  - b. Unsupervised children should be addressed with the parents.
  - c. The supervisor of the group may need to inform individuals not participating that they need to leave the building.
7. Participants should bring their activity specific footwear/shoes with them to change into. Street shoes worn on the court will dirty the floor and damage the finish.
8. The group is signed up to use a specific part of the school. Outside of the restroom area, all members of the group should remain in their assigned area. Restrooms should be checked at

the end of use for any clean-up needed.

9. On a day when the school is closed due to weather, either closed all day or an early dismissal, there will be NO school facilities used. All scheduled groups will be cancelled for that day.
10. Use only the classroom(s), auditorium, gym area, or equipment as assigned.
11. Use only those materials specifically agreed upon with building principal, business manager, facilities coordinator, or superintendent.
12. Prohibit tobacco products and alcoholic beverages in the building and on school grounds.
13. Do not permit anyone to go into student desks or other personal or school related materials not provided for herein.
14. Accept financial responsibility for any damages, broken or missing materials that occur during use of facility.
15. Report any problems to the building custodian, facilities coordinator, principal, business manager, or superintendent immediately.
16. Do not permit parking on sidewalks or other non-parking areas.

Note: Our school activities will take precedence over outside groups. Occasionally, those activities will run past 6:00. Please be patient while they complete their events. Your time will still end at its scheduled time if another group has the gym space reserved after your group.

School District will not be held liable for any accidents, personal injury or other situations of a similar nature that occur as a result of use of school facilities or equipment by the responsible party and/or others associated with the use of facilities or equipment as per this agreement.

Name/Description of Group: \_\_\_\_\_

Name/Phone Number of Responsible Party: \_\_\_\_\_

Facility Area to be used: \_\_\_\_\_

*(If this is an ongoing agreement, the dates listed above may not exceed 16 weeks in duration without the need to create an updated facilities/equipment usage agreement.)*

Equipment to be used: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Fees:

Key Card Deposit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Kitchen Personnel Fee: \_\_\_\_\_

Total: \_\_\_\_\_

I agree as the responsible party to the above conditions and may be contacted if any questions arise or problems occur relative to the use of the facility and or equipment and accept responsibility for carrying out this agreement.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

**For Office Use Only:**

Key Card Number Issued: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Key Card Returned: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

Custodial Help Hours: \_\_\_\_\_

Kitchen Help Hours: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_

**Policy:**

Adopted: 5/12/97

Revised: 7/05, 10/10/11, 1/12/15