



Coeur d'Alene School District 271

# FACILITY USE AGREEMENT

For July 1, 2023 – June 30, 2024

REV 5/ 2023

### IMPORTANT!

No event shall be scheduled **prior** to the District's approval process with the "Facility Use Agreement" and required certificate of insurance. These documents must be received **AT LEAST 2 WEEKS PRIOR** to the event. **24 HOUR** notice for scheduling an extra practice / event and cancelling an event is needed! **Arrival time 5 minutes** before scheduled time and **departure 5 minutes** after scheduled time.

Name of Requesting Organization	Today's Date
---------------------------------	--------------

Address	City	State	Zip
---------	------	-------	-----

Name of Requesting Organization's Delegated Representative	Daytime Phone	Evening Phone
--	---------------	---------------

Representative's Email
------------------------

Type of Requesting Organization – see policy 910 for description

A. School District, District-related, Contracted Government   
  B. Youth Group   
  C. Civic/Service Group  
 D. Local (In-district) Religious Group   
  E. Local (In-district) Private Interest Group  
 F. Non-local Religious Group   
  G. Non-local Private Interest Group

**"NON RECREATIONAL"** request please contact the school that you are requesting. Once you have completed the agreement -- Drop it off at the school requested.

**"RECREATIONAL"** request please call Rene Dempsey at 208-763-0812 or email to [rdempsey@cdaschools.org](mailto:rdempsey@cdaschools.org)

Name of School Requested for Use (e.g. Lake City High School)
---

Type of School Facility Requested
<input type="checkbox"/> Auditorium <input type="checkbox"/> Gymnasium <input type="checkbox"/> Grounds/Field <input type="checkbox"/> Classrooms - # of rooms: _____ <input type="checkbox"/> Other: _____

DATE (S) OF USE	TIME (S)
	_____ (AM/PM) to _____ (AM/PM)

**DETAILS of Event** (e.g. meeting, basketball practice, church function, etc) – All use of school facilities must comply with District 271 Board Policy 910.

Please check services requested and attach a diagram of desired setup.

Registration Tables # \_\_\_\_\_   
  Head Tables # \_\_\_\_\_   
  Tables # \_\_\_\_\_   
  Chairs # \_\_\_\_\_   
  Easels # \_\_\_\_\_  
 Extension Cords # \_\_\_\_\_   
  Lectern # \_\_\_\_\_   
  Overhead Projector # \_\_\_\_\_   
  PA System

**Please Note:** Restrooms are available only for gym events. For all other events, requesting organization is responsible for providing their own portable restrooms.

Special Notes Regarding Event
-------------------------------

**THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THOROUGHLY AND/OR CONSULT AN ATTORNEY.**

If granted permission to use the above property or facility and equipment or services, if any, it is agreed:

1. **The requesting organization shall provide public liability insurance for personal injury and/or property damage in the amount of \$1,000,000.00.** The District will be named as additional insured on a certificate of insurance which shall be provided to the District with the submission of this Facility Use Agreement.

2. **Payment must be made prior to facility use.** If payment is not received prior to facility use, all scheduled events will be cancelled. Facility fees are nonrefundable, however, a credit will be issued to the requesting organization to use for future facility use if the District receives at least a 24-hour cancellation notice in writing through email or fax.
3. The requesting organization (and the undersigned officer, agent, or representative thereof, individually and jointly and severally with the organization) or individual, agrees (A) to pay for any loss or damages to person or property or claims therefore resulting to or arising from the use of school property or facilities by such organization or individual (and those granted access to the facility thereby) when from an occurrence at the property or facility itself during such use, before or after such use, going to or from such use, in or about available parking areas, or otherwise, (B) to reimburse or hold harmless the District and Board of Trustees, and the members, agents, and employees thereof from any such loss, damage, or claim, including but not limited to, it's or their attorney's fees, and, (C) to pay any attorney's fees and costs paid or incurred by the District to enforce any obligations imposed under this paragraph or otherwise in the application.
4. The requesting organization or individual granted use (and those granted access to the property or facility thereby) will abide by all policies, rules, and regulations of the Board of Trustees regarding the use of school property or facilities and the conduct of persons in or on school property or facilities, whether now or hereafter adopted.
5. The use of this property or facilities will not, in any way, interfere with the operations of the District or the programs or activities of the District. If required for District purposes, or for an emergency closure, or if a violation of any rules or regulations occurs, which rules and regulations are incorporated herein, it is understood that the right is reserved in the District to withdraw or rescind the grant of the use of the property or facility on short notice.
6. The activities to be conducted within school facilities shall be designed to foster the attainment of positive educational, cultural, recreational, social or civic goals, and shall in no manner be directed to activities which involve or encourage the violation of local ordinances, state laws, or federal laws.
7. Alcohol will not be possessed, consumed, or brought onto school property or into school facilities. Smoking on school property or in its facilities is prohibited by law and policy, and will not be allowed.
8. No district facilities or equipment will be rented to any profit-making organization or individual for commercial use not directly associated with the schools.
9. No improvements or structures will be constructed upon school property or in its facilities unless approved in writing. No stakes, moorings, or other objects will be placed in the ground or blacktop if such areas are to be used.
10. No posters, banners, or other informational signage may be attached to the walls, doors, or windows unless attachment does no damage (see also Policy KG (Advertising/Signage)).
11. School property, facilities, and equipment will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage to them. Good order and discipline will be maintained.
12. No concessions or other items will be sold in or on school property or facilities unless approved in writing.
13. Within five minutes after the end of scheduled use, the property or facilities will be vacated and left in as good condition as when such use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities will be left in a thoroughly clean condition. Additional charges may result after the use of facilities (e.g., cleaning, damage, etc.) Performance of clean up by the District will not diminish any liability for damage.

I hereby make application for the use of the school facilities and/or equipment indicated on the facilities use application as the delegated representative of the organization indicated, or on behalf of myself, or the group I represent. I further represent I have personally read and understand all of the rules, conditions, and charges listed on this application and listed in the general rules and application policy/procedure. I personally assume responsibility for the proper conduct of individuals attending this function, invitees, or any person who shall attend, for the reimbursement to the Board of Trustees for any damages to school property, for the payment of charges for the use of said facilities and/or equipment, and I further agree to hold Coeur d'Alene School District #271 harmless from any and all claims, causes of action, or damages which may arise out of the use and activity of the user under the terms of this application.

**Signature of Requesting Organization's Delegated Representative**

Date

**Consistent with the terms of this Facility Use Agreement**, the following documents are enclosed herewith (check which applies):

Certificate of Insurance as required in Paragraph 1

Diagram of desired room setup, if applicable

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<b>Principal Signature</b>	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<b>Recreational Facilities Coordinator Signature</b>	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<b>Director of Operations</b>	Date

**FOR OFFICE USE ONLY**