



## COMMUNITY USE OF SCHOOL FACILITIES APPLICATION / AGREEMENT

Eagle County Schools is pleased to offer our facility for your use. Community Organizations are encouraged to use school facilities for worthwhile purposes when such uses do not interfere with the school program.

### Process:

- Complete the Application / Agreement Form.
- Review the rate sheet.
- Provide a Certificate of Insurance, if required.
- A damage deposit may be required at the discretion of the school.
- Provide payment.

In exchange for use of the facilities, we require that all guests comply with the following provisions:

- Participants must be supervised at all times and treat the facility with respect.
- Participants must remain in designated areas.
- Animals, bicycles and skateboards are not allowed in the building.
- Tobacco, alcohol and controlled substances are not permitted in the building or on the premises.
- Weapons of any kind are not permitted in the building or on the premises.
- Report any damage to the facility to the building administration within 24 hours.

Failure to comply with these provisions may result in loss of rental privileges and may be grounds for legal action.

**Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Name of Sponsor:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Requested Building:** \_\_\_\_\_ **Requested Area:** \_\_\_\_\_

**Requested Dates:** \_\_\_\_\_ **Requested Times:** \_\_\_\_\_

**Reason for Use:** \_\_\_\_\_

I have read, understand and agree to the above stated provisions for use of the Eagle County Schools facility.

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## COMMUNITY USE OF SCHOOL FACILITIES APPLICATION / AGREEMENT

- FEES**

Requested Rooms: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ hours x \$\_\_\_\_/hour \$\_\_\_\_\_

School Attendant: \_\_\_\_\_ hours x \$\_\_\_\_/hour \$\_\_\_\_\_

Custodial Fee: \_\_\_\_\_ hours x \$\_\_\_\_/hour \$\_\_\_\_\_

Technical Support: \_\_\_\_\_ hours x \$\_\_\_\_/hour \$\_\_\_\_\_

Other: \_\_\_\_\_ hours x \$\_\_\_\_/hour \$\_\_\_\_\_

**Equipment/Materials**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total:** \$\_\_\_\_\_

- PROVISIONS**

\_\_\_ Insurance Certificate (\$1,000,000.00/incident) provided

\_\_\_ Damage deposit received (to be held until conclusion of the event)

\_\_\_ Payment received (to be held until conclusion of the event)

Additional provisions to be met:



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\_\_\_\_\_ 1. One person and one only (hereafter called SPONSOR) will act on behalf of the Organization using the school facility on all levels of responsibility.

\_\_\_\_\_ 2. A school employee (teacher/administrator/custodian) responsible for the building (hereafter called the SCHOOL ATTENDANT) must be in attendance at all times when the facility is being used by the public, and if this should occur during a period when the SCHOOL ATTENDANT is not normally present, then it will be necessary to hire this employee for the time period that the facility is being used. The salary of the SCHOOL ATTENDANT will be borne by the Organization.

\_\_\_\_\_ 3. The SPONSOR will meet with the SCHOOL ATTENDANT before the first Organization member arrives. The SPONSOR will work with the SCHOOL ATTENDANT throughout the period the building is occupied by the Organization to ensure:

- Participants and children must be supervised at all times and treat the facility with respect.
- Participants must remain in designated areas.
- Participants may not park in Fire Lanes, Bus Loops or other no Parking Zones
- Animals, bicycles and skateboards are not allowed in the building.
- Tobacco, alcohol and controlled substances are not permitted in the building or on the premises.
- Weapons of any kind are not permitted in the building or on the premises.
- Any person not authorized to be in the designated areas will be removed.
- Report any damage to the facility to the building administration within 24 hours.

\_\_\_\_\_ 4. The SPONSOR will stay until the last member of the Organization has left. Repair or replacement of broken equipment or damaged school area property will be the responsibility of the Organization. Charges for the SCHOOL ATTENDANT time on premises includes set up and clean up and, unless other arrangements are made, the charges shall be based on the employee's hourly rate, overtime (where applicable), and benefits.

\_\_\_\_\_ 5. The Performing Arts Center and its sound and light systems will only be available for rental by Organizations who pay for an authorized person to run the equipment.

\_\_\_\_\_ 6. The Organization making application for the use of the facility shall agree to indemnify the District for any damage to school property, and likewise to relieve the District of all responsibility for any damage or loss to the property of or injury to any person attending the function. Community Organizations will be required to pay a refundable damage deposit. Should the damage be less than the deposit, the Organization will be refunded the remainder of the deposit; should the amount of damage be greater than the deposit, the Organization will be billed for the remainder of the cost of the repairs.

\_\_\_\_\_ 7. Approval of application for the use of school buildings and properties shall be subject to cancellation for good cause, specifically including the re-scheduling of school activities and/or meetings of an educational nature. Any changes in times or dates of use by the Organization must be made a minimum of one week in advance.

\_\_\_\_\_ 8. The applicant agrees to assume liability for all injuries and damages resulting from the use of the premises. Applicants shall provide a certificate of insurance that will indemnify and hold the District harmless from any loss, damages, or claims resulting from the use of the facilities by the Organization. Certificates will be presented at the time of payment of the deposit or prior to use when payment is not required.

\_\_\_\_\_ 9. Failure to comply with the terms of the agreement may result in loss of rental privileges.

**Sponsor's Signature:** \_\_\_\_\_ and Initial each item above **Date:** \_\_\_\_\_

**Building Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_