

**George - Little Rock Community School District  
Community Use of School District Buildings & Sites & Equipment  
Facility Request and Agreement Form**

The undersigned entity makes an application for the use of the school district facility or equipment as below. The entity will provide police protection at its own expense, if necessary, to maintain order and to protect the building, site, or equipment. Police protection is required when admission is charged.

The District reserves the right to deny any facility rental request to anyone for any reason.

Please refer to Policy 905.01 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Policy 905.1E2, prior to the use of school district buildings, sites, or equipment.

The undersigned, hereafter referred to as "entity," states that it will hold the George-Little Rock Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

ORGANIZATION: \_\_\_\_\_ Date \_\_\_\_\_

**FACILITY REQUESTED:** Location:  GLR MS/HS  GLR Elementary  GLR District Central Office

PURPOSE: \_\_\_\_\_

Date/s Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_

**AREAS REQUESTED:**

- |  |  |               |                  |                   |
|--|--|---------------|------------------|-------------------|
| <input type="checkbox"/> Elementary Gym                          |  | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> Elementary Multipurpose/Lunchroom       |  | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> Classroom                               | <input type="checkbox"/> Elementary <input type="checkbox"/> MS/HS | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> MS/HS Commons                           | <input type="checkbox"/> New <input type="checkbox"/> Old          | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> Concession Stand                        | (no additional charge when used for serving, not selling product)  |               |                  |                   |
| <input type="checkbox"/> MS/HS Auditorium                        |  | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> MS/HS Gym                               |  | \$20 per hour | \$50 half day    | \$100 full day    |
| <input type="checkbox"/> MS/HS Locker Rooms                      |  | \$12 per hour |                  |                   |
| <input type="checkbox"/> Central Office ICN Room/Learning Center |  | \$12 per hour |                  |                   |
| <input type="checkbox"/> Central Office Community Meeting Room   |  | \$20 per hour | \$50.00 half day | \$100.00 full day |
| <input type="checkbox"/> Central Office Multipurpose/Lunchroom   |  | \$20 per hour | \$50.00 half day | \$100.00 full day |

Chairs and tables rental as follows:

Multi-Purpose Rooms: . . . . .	Chairs - (200 or less) - \$18.00
MS/HS Gymnasium: . . . . .	Chairs - (Over 200) - \$25.00
	Tables - \$4.00 each
High School Commons: . . . . .	Tables and Chairs - \$4.00 per table and chair set

Rates for Use of Equipment

DVD/VCR (one-half day)	\$10.00
Projectors (one-half day)	\$10.00
Spotlight	\$10.00
Floor tarp (includes pickup and return)	\$75.00

Kitchen rental as follows:

\$20.00 plus the actual cost for a food service staff member salary if it exceeds the \$20.00 fee. A food service staff member is required to be on duty during the time the kitchen is rented.

Personnel Charges for All Groups\*

Custodian: \$35.00 per hour (amount includes overtime, IPERS and taxes)

Building/Event Supervisor: \$35 per hour (amount includes overtime, IPERS and taxes)

Note: A staff person must be on duty for all facility rental events unless approved in advance by the superintendent.

\*If cleanup is not completed, organization or individual will be invoiced for personnel time.

Auditorium Tech Director: \$45 per hour (amount includes IPERS and taxes)

Student Audio/Visual Tech: \$10 per hour (amount includes taxes)

Note: District personnel will only be allowed to operate sound and lighting equipment unless trained by District personnel and approved by the superintendent.

Additional Charges for Groups

Use of Auditorium lights other than house lights: \$75.00 per event

Use of Auditorium sound system other than one microphone: \$50 per event

Other Equipment Charges depend on the request

Entities that use the school facilities and/or equipment must leave the facility and/or equipment in the same condition it was in prior to its use. Inappropriate use of school district facilities and/or equipment may result in additional fee charges or the inability of the entity to use the facilities again.

### I FACILITY AGREEMENT

Today's date: \_\_\_\_\_ Name of Organization/Group \_\_\_\_\_

Type of Organization: Non-Commercial Organization or Individual \_\_\_\_\_ Commercial Organization \_\_\_\_\_

#### Representative Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Rented Facility Space(s): \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

CHAIRS #: \_\_\_\_\_ TABLES #: \_\_\_\_\_ OTHER: \_\_\_\_\_

**Fees:**

Rental Space: Total Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Custodial Service: Total Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Event Supervisor: Total Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_

A/V Tech: Total Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Kitchen Staff: Total Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Chairs: Number Requested \_\_\_\_\_ = \$ \_\_\_\_\_

Tables: Number Requested \_\_\_\_\_ = \$ \_\_\_\_\_

Auditorium Equipment: \_\_\_\_\_ = \$ \_\_\_\_\_

Other Equipment/Charges: \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL FEE: = \$ \_\_\_\_\_**

I agree to the following terms:

1. No smoking is permitted in school facilities or vehicles, or on school grounds.
2. There shall be no drugs, alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
3. A school district employee must be present or on call while the school district facility or equipment is being used by an entity.
4. Custodians are not to be paid by the individuals or organizations renting school facilities.
5. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
8. Children are to be supervised when present. Failure to supervise children will void this contract.
9. Appropriate gym attire, including gym shoes must be worn in the gym.
10. The district is not responsible, nor will be held liable, for injuries or accidents during the rental period.
11. (Table and Chair set-up is the responsibility of the renter.)

**LIABILITY RELEASE**

\_\_\_\_\_, its members, invitees, agents or assignees in exchange for the use of the George-Little Rock Community School facilities, equipment or property hereby releases the George-Little Rock Community School District, its Board, agents, assignees or employees from any and all liability because of any damages, costs, loss of services, expenses or compensation on account of, or arising out of personal injury or property damage sustained as a result of this group's use of these facilities, equipment or property. A certificate of insurance must be provided with this contract.

\_\_\_\_\_, its members, invitees, agents or assignees hereby agrees to hold harmless the George-Little Rock Community School, its Board, agents, assignees or employees from all liability described above in consideration for the use of the George-Little Rock Community School facilities, equipment and property and hereby relinquishes its cause of action to bring any claim against the George-Little Rock Community School, its Board, agents, assignees or employees regarding any incident arising out of this group's use of these facilities, equipment or property. A certificate of insurance must be provided with this contract.

A certificate of liability insurance must be attached to the rental agreement form to complete the agreement.

