

BUILDINGS AND SITES

**Policy Title: Community Use of School District
Buildings, Sites and Equipment Fees Schedule**

Code No. 905.1R2

Rates for Use of Buildings and Sites: (after 5 hours, rates are reduced by 50%, then another 50% after 10 hrs.)

Wrestling Room/Multi-purpose Room/Wt. Room	\$20.00 hr.
Elementary School Gym	\$20.00 hr.
Middle School Gym	\$20.00 hr.
High School Gym	\$20.00 hr.
Elem/MS/HS Cafeteria	\$10.00 hr.
Elem/MS/HS Kitchen	\$10.00 hr.
Classrooms	\$10.00 hr.
ICN Classroom	\$15.00 hr.
Baseball/Football Field with lights	\$20.00/hr.

NOTE: Custodial and kitchen supervision will be charged as necessary, in addition to the fees listed above. (This could include groups who fall under “no charge.”) Each entity must make arrangements with the school district to have adequate custodial and supervisory services.

Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Group Classifications:

- School sponsored activity (who use district accounts)
- Booster Club
- Non-profit Youth Group (Boy/Girl Scouts, 4-H, etc.)
- Non-profit Adult Group (Civic groups)
- Political Party Group
- Non-profit (who charge a fee or don't use district accounts)
- For-profit (who charge a fee)
- Private Party and other groups (exceptions may be granted)

General Guideline:

- No charge
- No charge
- No charge
- No charge
- No charge
- Charge
- Charge
- Charge

Groups and organizations not listed under our district insurance policy may be asked to provide proof of insurance (minimum of \$1 million).

Fees could be charged for “spectator activities” (i.e. tournaments). As per Code 905.1, it is the discretion of the board to allow, or not allow, for-profit entities to use school district facilities and equipment. The superintendent and board secretary represents the board to determine whether the application for use meets the board policy and administrative regulations.

BUILDING AND SITES

**Policy Title: Community Use of School District Facilities
and Equipment Application Form**

Code No. 905.1E1

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity may be required to tear down and/or set up the area they are requesting to use. The entity will provide supervision and police protection at its own expense, if necessary, to maintain order and to properly protect the facility, site, or equipment.

Please refer to Policies 905.1 and 905.1R1 to determine the proper use of school facilities, sites, and equipment. Refer to Policy 905.1R2 for building, site, and equipment fee schedule. And refer to Policy 905.1R3 for ICN room use.

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

Building/Site/Equipment Requested: _____ Date(s): _____

Purpose: _____ Hours: _____

Do you plan to charge admission/fee and/or make a profit from this usage? Yes or no

Gymnasium

Seating Needed: Bleachers (West and or East side

Floor Seating: # of Chairs: _____

Scoreboard: yes or no

Public Address System: yes or no

Podium: yes or no

Other: _____

Classroom/ICN

Set-up Needed: _____

Other Site/Equipment Requested:

Custodial and/or Kitchen Supervision Requested (requested hours X hourly rate person)

Custodian: ___ hrs. Kitchen Supervision: ___ hrs.

Total Fees: \$ _____

Schedule provided to school: Yes/No

Name of Entity making application: _____

This entity is: Non-profit

For-profit (admission charged or fee collected)

Contact Person for Entity: _____ Phone #: _____

Signature of Applicant: _____ Date: _____

Approved by: _____ Date: _____

BUILDINGS AND SITES

**Policy Title: Community Use of School District Facilities,
Sites and Equipment: Indemnity and Liability
Insurance Agreement**

Code No. 905.1E2

The undersigned, hereafter referred to as "entity," states that it will hold the Osage 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, site, 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.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Proof of Insurance _____ (check if organization provided proof; attach a copy to this form)

Entity Requesting Facilities, Sites, & Equipment: _____

Contact Person for Entity: _____ Phone #: _____

*Signature of Applicant: _____ Date: _____

* By signing this agreement, I am stating that I have the authority from the requesting entity to sign such an agreement.

Superintendent Signature: _____ Date: _____

Board Secretary Signature: _____ Date: _____