

Calhoun CUSD #40 Facility Use Request Form

School District facilities are provided to meet the educational needs of students. School activities shall have first priority for all facility use; therefore, any school activity that is rescheduled will take precedence and nullify facility usage. Calhoun schools reserve the right to approve or reject any request for use of school facilities, or make appropriate limitations on use, based upon the legality of the proposed use, any potential conflict with other uses of the property, liability concerns, and any concerns related to safety and security of students, school personnel, school property, or the other persons. Generally, requests to use facilities will be handled on a first come, first served basis. Any person or organization that has a facility use request rejected has the right to an appeal with the Superintendent of Schools within five (5) business days.

The Facility Use Request Form must be completed before scheduling any event/practice.

We (_____) agree to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Calhoun CUSD #40 and Board of Education from any injury, loss or damage. We agree to make full restitution for any and all damages incurred during use of the facility. Further we have read and understand the rules and regulations governing use of facilities and agree to abide with them.

Name of Organization Requesting Facility _____

Name of Facility (School and Location) _____

Event Title _____

Purpose/Event Description _____

Name of Authorized Representative _____

Today's Date _____

Phone _____ Email _____

Address _____ City _____

State _____ Zip _____

Area(s) or Room(s) Requested:

<input type="checkbox"/>	Cafeteria/Commons	<input type="checkbox"/>	Media Center/Library	<input type="checkbox"/>	Gym
<input type="checkbox"/>	Baseball/Softball Field	<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Classroom(s)
<input type="checkbox"/>	Football Field	<input type="checkbox"/>	Playground/Outside	<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Other: _____				

Other information about the event _____

Requested Date(s) _____

Start Time: _____ End Time: _____

The request for facilities has been **submitted and approved** to the appropriate building administration.

_____ Christie Lorsbach Signature

_____ Cheri Burris Signature

The request for facilities has been provided to the Athletic Director.

_____ Brian Lee

___ The request for facilities has been approved.

___ The request for facilities has not been approved.

___ There is a fee in the amount of \$_____ charged to the organization.

___ Certificate of Insurance has been submitted

___ Liability waivers (other than Calhoun CUSD #40 students) of attendees will be completed and kept on file in the District Office.

Signature: _____ Date: _____
Superintendent Calhoun CUSD #40

In order to assure that this accommodation may be extended to all patrons in the Calhoun school system, it is necessary to have procedures for the use of the school facilities adopted and made available to the general public. The administration of the schools shall prescribe an orderly process for utilization of school facilities by community groups and agencies. Provisions for the control and protection of these facilities will be established. The rules and regulations include a facility use fee effective August 1, 2023. Fees collected used on expenses including, but not limited to, extra utilities, administrative, custodial, maintenance and other costs.

Fees will be assessed as follows:
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Calhoun (only) Student Recreation Teams- \$100.00/year
Outside Organizations for Profit, Benefit, Advertising, Leisure, Practices- \$40.00/hour

All fees will be collected prior to the event unless other arrangements have been made. Fees should be made payable to Calhoun CUSD #40 and returned to the District Office.

****RETURN PAGES 1 & 2 ONLY****

Facilities Use Procedures & General Rules Procedures

1. Any organization that desires the use of a school facility must fill out a Facility Use Request at least fourteen (14) days in advance and not more than one year in advance of the date of use. This agreement must include the purpose of the meeting and facilities requested. All agreements terminate on June 30 of each year.
2. Requests for facility use shall first be approved by the Building Principal. The Building Principal will then meet with the Athletic Director to schedule. It is then sent to the Superintendent for final approval.
When completed this form should be returned to the school where usage is requested.
3. Upon approval of the Facility Use Request, the organization will receive a copy of the agreement which will include all fees, conditions, etc. This agreement must be signed and returned.
4. If Calhoun School District deems it necessary to cancel the scheduled event due to weather conditions or emergencies, all fees shall be returned in full to the user.
5. The Rental Agreement is not transferable to any other person or group (subleasing is not permitted), and rental is restricted to the conditions agreed to herein.
6. The person or organization must agree to assume responsibility for any damage, theft, or loss that occurs to the facility, equipment, and grounds because of the use of the facility.
7. The person or organization using the school facilities assumes full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products e-cigarettes, vape devices, etc. in any form or the use of drugs, alcohol, or other intoxicants is prohibited in the school facility or on school grounds. Firearms or weapons of any kind are not allowed on in the school facility or on school grounds unless the person carrying the firearm or weapon is permitted to do so by law defined in A.C.A. 5-73-120.
8. A school representative, or an approved representative from the organization must be on duty when school building/facilities are used by any organization. The representative will insure proper use of school facilities; however, it is understood that the person in charge of the group using the facility is responsible for the conduct of the group.
9. The approved representative on duty will admit the group into the building, be present in the building during the time of use, and will secure the building when the group departs.
10. School facilities and/or equipment shall not be used for purposed that are deemed by Calhoun schools to be contrary to the best interest of the school.
11. School equipment shall not be loaned to organizations or individuals except by prior written authority of the Building Principal, Athletic Director, or Head Coach.
12. Kitchen facilities are available for rental with permission and may require a Food Service Employee to be present for an additional cost.
13. Animals or pets, other than those required by persons with disabilities, will not be allowed inside any Calhoun school facility.
14. Any additional services for events must be coordinated by a district representative and are an additional expense to the person or organization.

15. If security is deemed necessary for any function, the cost shall be at the person or organization's expense and must be approved & coordinated through Calhoun schools. Calhoun schools may determine for safety that security is required.
16. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
17. Request for cancellation should be received at least 24 hours in advance of the event. Failure to cancel shall obligate the applicant to pay any expenses incurred in opening the building for use.
18. Personnel charges shall include an amount to cover the current overhead charges. This may include additional time for set up/clean up as determined by the school district. These fees will be included in the rental agreement and are subject to change as the District deems necessary.
19. Compliance with all board policies and administrative procedures for use of school facilities must be observed by the renter as well as any and all participants/spectators.
20. **At least two (2) business days prior to the scheduled event the renter must provide a Certificate of Insurance naming Calhoun CUSD #40 as an additional insured for at least \$1,000,000.** This certificate must be provided prior to the use of the facility. (The certificate is available from the insurance agency that represents the organization.)
21. The renter hereby agrees to indemnify and hold harmless Calhoun CUSD #40, its Board of Education, administrators, officers, employees, successors, agents and assigns from any and all liability to the undersigned arising, directly or indirectly, or incident to such use and hereby remise, release, and forever discharge Calhoun CUSD #40, its Board of Education, administrators, officers, employees, successors, agents and assigns from any and all liability to the undersigned arising, directly or indirectly, or incident to the use of the said facilities or the condition thereof.
22. All fees (rental, custodial, clean up, and heating/air conditioning) must be paid at least two (2) business days prior to the event or 2 days immediately following if it is a fundraiser. If the District determines that additional cleanup is required that will be billed after the event.