

COMMUNITY RELATIONS

**FACILITIES USE AGREEMENT**  
**Frenchtown School District**

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Responsible Party:

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

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

Phone #: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date and Hours of Requested Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**Premises and Conditions**

A. Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. No illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$\_\_\_\_\_ and this shall be due \_\_\_\_ days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises. The requesting organization shall pay custodial fees for services which are beyond the staff regular work shift at a rate of \$20 per hour.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

If the requesting organization cannot provide the District with a certificate of insurance then the requesting organization must have all participants, parents of participants if children are the participants, and coaches sign a waiver to hold harmless the District and any of its employees or agents from any liability, expenses, costs, damages or losses arising out of injuries or death to any person or persons or damages to any property of any kind in connection with the organization's use of the District facility.

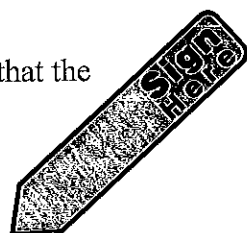
**Non-Discrimination**

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

**District's Rights**

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**Frenchtown School District:**

**Requesting Organization or Individual:**

By \_\_\_\_\_ Date \_\_\_\_\_  
Building Administrator

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

Address \_\_\_\_\_

Phone \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Fee \_\_\_\_\_

Additional Obligations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Policy History:

Adopted on: 11/13/01

Revised on: 8/10/04

Revised on: 12//20/11

Revised on: 11/20/12

## FACILITIES AND EQUIPMENT USE PROCEDURE

1. Individuals or groups requesting use of Frenchtown facilities and equipment shall first complete a facility use form and/or equipment use form agreement.
2. Individual responsible will then meet with the appropriate building administrator to complete the procedure form to determine facility, equipment and personnel needs for the activity.
3. Group or individual scheduling the event will be responsible for the costs enumerated as part of this form:

Campus being used: K-8 Campus \_\_\_ High School \_\_\_

How many people are expected to be at the event? \_\_\_\_\_

### Personnel Needs paid for by the Group/Individual requesting facility:

- |   |           |          |
|---|-----------|----------|
| 1. Supervisor on duty                   | Yes _____ | No _____ |
| 2. Custodian on duty (after duty hours) | Yes _____ | No _____ |
| 3. Law enforcement on campus            | Yes _____ | No _____ |
| 4. Concession personnel on duty*        | Yes _____ | No _____ |
| 5. Kitchen personnel on duty            | Yes _____ | No _____ |

\*Concession area may be manned by activity members IF they have met with the district concessions staff for training and explanation of use of equipment AND is approved by the building administrator

Indicate name of person responsible for concession area \_\_\_\_\_

### Area Use:

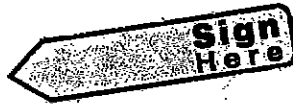
- |                     |           |          |
|---------------------|-----------|----------|
| 1. Gymnasium        | Yes _____ | No _____ |
| 2. Auditorium       | Yes _____ | No _____ |
| 3. Commons          | Yes _____ | No _____ |
| 4. Kitchen          | Yes _____ | No _____ |
| 5. Locker rooms     | Yes _____ | No _____ |
| 6. Band/Music room  | Yes _____ | No _____ |
| 7. Concession Stand | Yes _____ | No _____ |
| 8. Fields _____     | Yes _____ | No _____ |
| 9. Parking Lot      | Yes _____ | No _____ |
| 10. Other _____     | Yes _____ | No _____ |

**Equipment Needs:**

- 1. Public Address system                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- 2. Concessions equipment                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- 3. Kitchen equipment                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- 4. Light Panel for auditorium                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- 5. Other                      Yes \_\_\_\_\_                      No \_\_\_\_\_

**Equipment Provided by Group**

- 1. Port-a-Potties                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- 2. Other \_\_\_\_\_                      Yes \_\_\_\_\_                      No \_\_\_\_\_



\_\_\_\_\_  
**Requesting Organization/Individual**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Building Administrator**

\_\_\_\_\_  
**Date**



## **Frenchtown School District**

### **COMMUNITY RELATIONS**

4330  
page 1 of 2

#### Use of School Facilities / School Equipment

The Frenchtown School District recognizes the capital investment the community has in school buildings, facilities and equipment and believes that such facilities and equipment should be used for legitimate community purposes. School facilities will be available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Student and school-related organizations shall be granted priority over non-school related organizations. Non-school related organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

#### Equipment

When approved, school equipment may be rented or loaned to individuals/entities. The Board may authorize equipment use under an exchange of services and rental policy with local businesses and individuals. Such requested use, if approved, will be based upon the availability of the particular item of equipment.

School district property and equipment may be used on a cooperative basis with other governmental entities or not-for-profit organizations. Each requested use will be subject to the approval of the Superintendent or his/her authorized representative and will be based on the availability of the particular facility.

All non-district use of district equipment must be approved by the administration in writing and by using the approved Equipment Use Forms.

#### Employee Use of Property/Equipment

At times it may be necessary for certified employees to use textbooks and educational resource materials outside of the school premises. All educational equipment to be used by certified

personnel in locations other than the school site shall be checked out through the established administrative process (i.e. written approval and use of the Educational Use Form).

No employee shall use school facilities, equipment, materials or other property for personal use.

The Board and the Administration reserve the right to refuse the use of district facilities, equipment, materials, and/or property based solely on Board and/or Administrative discretion. Use requests will be considered on an individual request basis with no consideration for past usages or precedence.

Legal Reference: §20-7-805, MCA      Public recreation  
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: 11/13/01

Revised on: