

Carrollton School District Facility Use Agreement

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Requested Date(s): _____

Requested Time(s): From _____ (a.m./p.m.) To _____ (a.m./p.m)

Requested Equipment: _____

Community Use of School Facilities CUSD #1 Policy 8:20

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The 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 groups and school related-organizations and local governments are granted the use of school facilities at no cost. Other organizations or individuals granted use of facilities shall pay fees and costs. The Carrollton School District shall participate in community education by permitting community individuals, organizations, and groups the use of school facilities and equipment for worthwhile activities and purposes. Such use shall not interfere with scheduled school programs or events.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity group or organization nor the purposes they represent.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Premises and Conditions – Use of District facilities and equipment is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco products, stimulants, narcotics, or other drugs are sold or consumed in or about the buildings or premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. No gambling 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. **Supervision** - Adequate supervision, which is determined by the District, is provided by the requesting organization or individual to ensure proper care and use of District facilities and equipment. The building principal is authorized to request additional general supervision if he/she deems it necessary. Minimum supervision in a building shall require that a designated staff person be responsible or on duty in the building during any event or activity of an outside group.
5. **Keys** will not be issued to any non-district employee/ party using a district facility. This practice was established to improve security in our buildings. Keys are never to be loaned to any party by a district employee.
6. **Custodial fees** will be billed to the individual or organization when the event requires custodial staff to work outside of their normal assignment and work day.
7. **Utility charges may occur** if the individual or organization uses energy resources beyond 9:00 p.m.
8. **Priority** – Because public schools are supported primarily for the education of youth, first priority for use outside of school programs will be given to school-related groups. Following these, preference will be given to recognized

youth organizations, publicly sponsored adult education and recreation programs, and civic organizational activities. The final priority is given to private educational, individual, and recreational group activities.

9. **Cancellations** – The School District shall reserve the right to cancel this agreement at any time when such action is necessary for the best interest of the District.

Indemnification Agreement

All applicants for use of district facilities shall hold the Carrollton Community Unit School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way of such use of occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

The undersigned, either individually or as authorized representative for the organization designated, agrees to abide and be bound by the statements set forth on the form hereof.

Signature of Party Requesting or Authorized Representative

DATED this _____ day of _____, 20__.

APPROVED: _____
Building Administrator's Signature

APPROVED: _____
CCUSD #1 Superintendent's Signature

To be completed by CCUSD Central Office

Estimated fees: