

Sparta CUSD #140 Facilities Use and Rental

The Sparta School District encourages the use of its school facilities for worthwhile purposes by community groups, educational and youth-serving organizations. However, it is recognized that the primary function of such facilities is to provide the proper environment for public education; therefore, private use will be permitted when such use will not interfere with the educational program, constitute a public nuisance, or represent excessive use by a single organization. The contract documents and rental rates will be reviewed on a regular basis and are subject to change without notice.

The superintendent may adjust or waive charges or alter these conditions when, in his/her judgment, it is in the best interest of Sparta CUSD #140.

Insurance

All organizations using the facilities or equipment must submit, in advance along with the application, a Certificate of Insurance in the amount of \$1,000,000 property damage, \$1,000,000 per person and \$1,000,000 per occurrence with contractual liability endorsement unless exempted by the superintendent or his/her designee. Rental/Use dates will not be confirmed until this certificate has been received.

In addition, a Hold-Harmless Agreement provided by the school district must be signed by each organization proposing to use school facilities.

Prohibited Activities

Possession or use of alcohol, smoking or other use of tobacco, or use of any form of illegal substance is prohibited in all buildings and on school grounds.

Plans for mounting decorations, scenery, etc., or movement of furniture must have prior approval of the superintendent or his/her designee.

The use of any materials on floors or other parts of the building without specific approval is strictly prohibited.

Sale, distribution, exhibition or display of items is prohibited without prior approval.

Activities in conflict with city or county ordinances or State Laws are not permitted.

Consumption of food and beverages are restricted in some facilities.

No activity that is intended to overthrow the government by force, violence, or unlawful means is permitted.

Activity Sponsors

All applications for the use of any school facility shall originate with responsible organizations or employees located within the school district*. A reliable adult, 21 years or older, must assume the responsibility for the actions of the group using the facility. Permit holders shall not assign, transfer, sublet, nor charge any fee to others for the use of school property without Board of Education consent at the time of approval.

* Exception must be approved by the Board of Education prior to rental.

Use of Equipment

Permission to use the building facilities does not include the use of equipment. Special arrangements for using school - or organization - owned equipment must be made at the time of application. An additional fee may be charged for set-up/use of district equipment.

Additional Requirements

Priority for scheduling events will be given according to class.

Each organization using school facilities must provide adequate supervision to insure the safety and security of the facility and the enforcement of all school district rules and regulations.

The hourly rate is charged from the time the building is open to the completion of clean up and securing the building.

After the event, school facilities shall be vacated in the same condition as they were prior to the event. Care shall be taken not to mar, deface, or in any way damage walls, floors, fixtures, furniture, or equipment; and the renting/using organization shall be liable for any damages to school property occurring as a result of the rental.

Usage of computer labs must have pre-approval from the Director of Technology. No software can be loaded on District equipment without technical staff support and approval.

When a school cafeteria/kitchen is used, an employee with certification, of that buildings cafeteria staff must be present. Charges will be made according to the district contract with the Service Workers Association.

The permit holder must advise the school authorities, as part of the application, regarding the seating and any other facilities required. Some arrangements may require additional charges.

Inaccurate or untruthful statements made in application, or violations of regulations may place the responsible persons or organizations or both on an ineligible list, and will be referred to the Board of Education, which will determine whether disbarment shall be temporary or permanent.

Application Procedures

No school facilities shall be used, except for regular school purposes, unless the principal of the school or his/her authorized representative have approved such use, and a request on a Facility/Grounds Use Contract for it is duly issued.

Non-school organizations or individuals may apply for use of specified facilities of the school buildings and grounds through application of forms as provided for that purpose by the Sparta CUSD #140. Such blank forms may be secured from the school building to be rented, the district office, or on the district website. Action upon applications submitted before the beginning of the school year may be postponed until September 15, to allow school organizations to complete their calendar of activities.

Facility/Grounds Use Contract forms for the use of school premises shall be submitted and must contain a statement of the nature of the event proposed to be held. The contract must also contain the agreement of the applying organization that said organization will hold the Board of Education harmless from any and all claims of every nature whatsoever arising out of the use and occupancy of the school premises in connection with the event proposed to be held. The applicants must further recognize that the Superintendent and/or Board of Education reserve the right to revoke at any time any permit granted under such application for reasons deemed to be in the best interests of the school district and without the assumption thereby of any liability because of such revocation.

All applicants shall state the facilities desired, the nature, the date, the hour of the activity (including set-up and clean-up time), and the name of the individual or individuals who will represent the organization at the time of the activity. A description of the program, estimated attendance, and whether admission shall be free or by charge shall also be on the application. In addition, each application shall state the purpose for which the proceeds of the activity will be used and shall be signed by an authorized representative of the group or organization.

Applications for the use of school building and grounds must be returned to the principal of the building to be rented for scheduling. If custodial care/clean-up is necessary, a copy of the application must be sent to the Director of Buildings and Grounds to schedule custodial services.

Rental under Class II, III, or IV will require a deposit prior to the date of the event.