

Facility Rental Use

Types of Groups Authorized to Use School Facilities

A. Type A: Type A organizations will have free use of the facilities except for activities which are associated with fund raising. In the case of fund raising, only additional supervisory and/or custodial operations will be charged.

- 1) Branch or local meetings of approved local, state, national and international professional education associations.
- 2) Activities sponsored by the Grand Forks Park District. The Grand Forks Park District shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
- 3) Recreational activities sponsored by the YMCA. They shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
- 4) School Board classified employee associations.
- 5) 4-H Clubs, Boys Scouts and Girl Scouts.
- 6) Classes for credit supported by or requested by officials of the Grand Forks Public School District.
- 7) Election polling places.
- 8) Local non-profit organization in support of children's activities.
- 9) Children's athletic clubs.

B. Type B: Type B organizations will normally not be charged for the use of school facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will be charged.

- 1) Charitable and civic organizations.
- 2) Community service organizations.
- 3) Organizations that sponsor activities, which in the judgment of the Superintendent, will play a significant role in community development and/or are of educational benefit to the community.
- 4) Other governmental units for the purpose of conducting business meetings. For example, political parties held for the purpose of holding precinct or district caucuses.
- 5) College classes and workshops.

C. Type C: Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.

- 1) Outside organizations when admission is charged or when the main purpose is fund raising.
- 2) Political parties for purposes other than authorized caucuses.
- 3) Any organization which does not qualify for Type A or Type B.
- 4) Athletic camps.
- 5) Church.
- 6) Adult recreation team practice.
- 7) Dance groups.

**GRAND FORKS PUBLIC SCHOOLS
GRAND FORKS, NORTH DAKOTA
FACILITY RENTAL AGREEMENT
(Excludes Theatres – see page 20)**

FACILITY: _____ **DATE:** _____

RENTING PARTY: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

ADDRESS: _____

PHONE: _____

PURPOSE: _____

ROOM(S): _____

DATE(S): _____

TIMES: _____

TOTAL COST: \$ _____

- _____ **Renting party must check with school principal prior to the event, to establish mutual expectations. Non-student school days follow the district calendar, no facility usage on those days.**
- _____ **Renter is responsible for behavior and safety of event participants.**
- _____ **The School District assumes no responsibility for injuries or other liability incurred due to the activities or events conducted by the renting party.**
- _____ **Areas used must be returned to their original condition of cleanliness and configuration.**
- _____ **There will be a user fee charged for weekend rentals;**
- _____ **Damages to facilities or equipment will be billed at actual cost to the District.**
- _____ **There is no weekend snow removal, so plan accordingly.**
- _____ **Payment should occur prior to first date of usage.**
- _____ **The organization/individual wishing to rent school facilities must provide liability insurance. The Grand Forks Public School District must be provided a Certificate of Insurance naming the school district as an additional insured on the policy.**
- _____ **If rented during normal business hours (7:00 A.M. to 9:00 P.M.) and at the Building principal's discretion – no rental fee.**
- _____ **If additional custodial time is required, District will bill renting organization accordingly.**
- _____ **Unpaid rental and/or custodial costs will result in the inability to rent a District facility until the District is paid in full.**
- _____ **A Certificate of Insurance must be sent to Building & Grounds (please see mailing address below).**

Hold Harmless Provision

The organization, individual, and/or sponsoring organization names above agrees to indemnify and hold harmless the Grand Forks School District, the Board of Education, its officers and employees from and against all claims, demands, damages, and action that might arise out of the use of the above building and premises by the above named organization or individual. The undersigned hereby covenants to pay or reimburse the Grand Forks Public School District for any and all expenses incurred by the school as a result of any property damage and/or any claim made against said school district arising from the rental and use of the above described facilities.

Signature - Director of Buildings & Grounds Signature - Renting Party

Signature - Principal Date

Please send one signed copy to Buildings and Grounds, PO Box 6000, Grand Forks, ND 58206-6000. 13

Dear District facility user:

We are pleased that you have selected _____ to facilitate your event. Along with the privilege of using a Grand Forks School building (site), you are responsible for the following:

- 1) The school will provide no equipment such as basketballs or practice jerseys for non-school teams.
- 2) The school will provide no dressing facilities. Instruct your athletes to come dressed.
- 3) Keep the participants in the rental area as much as possible. Participants should not be allowed out of the rental area.
- 4) All facility use must be completed by 9:00 p.m. and the building must be cleared by 9:10 p.m. Our custodians are on time schedules and need adequate time for cleaning.
- 5) Athletes and coaches should make sure their shoes do not leave marks on the gym floor.
- 6) At the end of each session, the gym floor should be swept by the group completing their use time.
- 7) The facility must be left in the same condition as when you arrived. If additional custodial time is required, you will be billed for it.
- 8) Instruct your participants to show up as close to practice time as is possible. This will prevent the participants from interfering with other groups.
- 9) Our custodian staff is assigned to work on Monday through Friday. Because of that and supervisory concerns, the gyms will not be open on weekends unless special arrangements have been made.
- 10) Gym use privileges may be changed or shortened at any time.
- 11) Any damage or broken items are the responsibility of the use group.
- 12) No food or beverage is allowed in the gym.
- 13) IMPORTANT: Follow the posted building guidelines related to the specific campus restrictions on peanut/tree nut foods and/or snacks.
- 14) Renter shall not use, or permit on the premises, anything that may be dangerous to life or limb. Renter, its participants, employees, invitees, representatives, and/or guest, as well as any other person that may enter, shall not deface or damage the premises or any part thereof, or do anything or permit anything to be done on the premises which shall create a nuisance/hazard or negatively affect the reputation of the Grand Forks Public Schools.

We agree to the above expectations and will honor them or lose our privilege of using _____ School to facilitate our needs.

Group Using Facility: _____

Name of Group Sponsor: _____ **Phone #:** _____

Signature of Supervisor: _____

Please return to the Building Principal.

Work Flow Process for Administrators and Directors:

1. Building Administrator (or his designee) receives signed rental agreement form.
2. Administrator sends the original rental agreement document to Building & Grounds. Principal retains a copy for the building file.
3. Building & Grounds routes the rental request needs to the appropriate department based on staffing needs request (if needed).
4. Building & Grounds reserves the requested space on the District rental calendar.
5. Building & Grounds will collect the rental fees and, along with a copy of the rental agreement documents forward all to Mary Osowski in the Business Office.