

DOLORES SCHOOL DISTRICT RE-4A
Facility Use Agreement

Today's Date: _____

Name of group or organization: _____

Email of group contact (required): _____

Explanation of activity: _____

Begin Date of activity: _____ End Date of Activity: _____

Begin Time of activity: _____ End Time of Activity: _____

Days Needed: ___ Sun. ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat.

Facility requested:

<input type="checkbox"/> <i>Little Bear Gym (Elementary)</i>	<input type="checkbox"/> <i>Main Gym (MS/HS)</i>	<input type="checkbox"/> <i>Auxiliary Gym (MS/HS)</i>
<input type="checkbox"/> <i>Library</i>	<input type="checkbox"/> <i>Commons</i>	
<input type="checkbox"/> <i>Classroom</i>	<input type="checkbox"/> <i>Board/PD Room</i>	<input type="checkbox"/> <i>Other</i>

***Organization Category:** ___ Category One ___ Category Two ___ Category Three

***Proof of Insurance:** ___ None needed ___ Current Policy on file ___ Attached

*** See last page for explanation of categories**

As representative for the group above, I understand and accept responsibility for the following:

1. Only the above group will use the facility during the assigned time.
2. Facility will be kept in good condition and left in a clean and orderly manner.
3. All children will be supervised at all times while on school property.
4. Doors will be locked when above group leaves.
5. The school will not be responsible for any loss and/or injury that might occur.
6. Keys will be used only by the representative whose signature appears on this form and will be returned as soon as possible to the district office at the end of the activity.
7. A deposit may be required.
8. Our campus is smoke free.
9. Individuals, groups, and organizations must provide proof of satisfactory liability insurance protection before they will be allowed to use school facilities.

Signature of Representative *Printed Name of Representative* *phone*

Approved by: _____
Building Principal or Dean *Date*

Key returned and deposit refunded: _____

Date

Adopted: February 16, 1994

Revised: December 2000, January 2005, August 2006, July 2010, May 2014, June 2017, May 2019

Cleaning Checklist – Facility Usage

Date: _____ Person in Charge: _____

Group or Organization: _____

When using Dolores School District facilities, you may want to bring the following items depending on your event:

- *Paper Towels
 - *Additional Trash Bags
 - *Coffee/Cups/Cream & Sugar
- +++++

Cleaning – Facility users are responsible for: INITIAL

Wiping down all tables/desks used. _____

Removing trash and garbage to dumpster and replacing trash bags. _____

Checking restrooms – flush toilets – make sure no paper towels, etc. have been stuffed in toilets or left in sinks. _____

If cleaning supplies used, were supplies returned to where they are stored? _____

Approve clean up by the group or report condition to Director of Maintenance. _____

Security:

No unauthorized persons are allowed in the school buildings. Facility users are responsible to keep unauthorized students and others out of the facility. Facility users are responsible for the actions of all students and others while they are using the facility. Any damage or theft that occurs will be charged to the facility user.

Lights were turned off _____

All windows and doors were locked _____

Facility was left clean _____

Any issues with the facility usage, if so, please describe:

Signature of Responsible Party: _____

Signature of School District Representative: _____

Dolores School District RE-4A, Dolores, Colorado

Rental categories:

Category 1

No rental fee shall be charged to the following:

1. School-affiliated groups such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social or professional nature as approved by the building Principal.
2. Governmental entities using facilities as a polling place.
3. Precinct caucuses.

Category 2

A security deposit will be required from the following groups for each after-hours use application.

Note: security deposit will not be required if activities take place during normal supervisory hours.

1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting which is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups).
2. Community-sponsored youth and senior citizen activities when:
 - a. Instructors or supervisors receive no payment for their involvement in that activity.
 - b. Fees for the activity, if any, provide only for direct non-personnel costs.

Category 3

Commercial, private, church and other non-profit groups that do not meet the criteria in Category 2 and for-profit groups and individuals may rent school facilities when their use is not incompatible with Board policy.

	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>
Deposit Required	No Deposit	\$100.00	\$100.00
<u>User Fees:</u>			
Classroom	N/C	N/C	\$ 20.00
Elementary Gym	N/C	N/C	\$ 75.00
MS/HS Gym	N/C	N/C	\$100.00
Board room	N/C	N/C	\$100.00
Commons	N/C	N/C	\$100.00

Users of the facilities will pay fees and provide necessary proof of insurance in advance of the activity.

A \$100.00 deposit is required for Category 2 & 3 users. The deposit is to be returned after a cleaning/damage inspection is conducted, and the facility is found to be clean and undamaged. If the deposit does not cover the extent of the damage, the excess will be billed and further usage of facilities denied until payment is received.

If the used facility needs to be cleaned, the security deposit will not be refunded. If the user requests a custodian in advance, the custodian rate will be \$25.00/hr. for each custodian, with a minimum charge of one hour.

For District and Office Use Only:

- Date is cleared on master calendar**
- Confirmation email is sent to the party requesting facility use**
- Copy of the Cleaning Checklist is included in the confirmation email.**

Signed: _____ Date: _____