

**830 COMMUNITY USE OF SCHOOL  
FACILITIES/EQUIPMENT AGREEMENT**

**Exhibit 1**

Group/Organization/Individual Requesting Use: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

- |   |              |                                    |                |
|---|--------------|------------------------------------|----------------|
| TA Gym  | Old HS Gym   | ES Gym                             | Little Theater |
| Mezzanine                                     | Locker Rooms | Library                            | Football Field |
| Concession (Indoor/Outdoor)                   |              | Cafeteria (High School/Elementary) |                |
| Kitchen (High School/Elementary)              |              | Classroom (General/Specialized)    |                |
| Marleen Knutson School Forest Learning Center |              |                                    |                |

Equipment Requested: \_\_\_\_\_

Activity/Purpose of Use: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Begin Time \_\_\_\_\_ End \_\_\_\_\_

Will an admission Fee be charged? YES - NO    Keys needed: \_\_\_\_\_

Who will be the Event Supervisor? \_\_\_\_\_

<b>Fee Schedule(For Office Use Only)</b>				<b>Amount</b>	
Classification of User (group/organization/individual):	A	B	C	D	_____
Rental of Facilities					_____
Custodial and/or Food Service Employee (\$20.00 per hour)					_____
Supervision if required by District Administration (\$20.00 per hour)					_____
<b>Total Cost for Use of Facilities for Event</b>					_____

**THE UNDERSIGNED AGREES:**

- To reimburse the District for fees listed;
- To abide by all policies, rules, and regulations of the District governing the use of school facilities as well as to see that the facilities are not misused or abused and that there is adequate adult supervision at all times;
- That the group/organization/individual is responsible to return the facility to the condition it was prior to use. Failure to do so may result in charges for custodial services;
- That the group/organization/individual is responsible for any damage that may occur during usage and will reimburse the District for the cost of repairs or replacement of damaged property; and
- That the District reserves the right to change or reschedule usage or space at its discretion.
- That payment of fees will be submitted within two weeks after the event.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



**CLASSIFICATION OF USERS**

Class	See full class descriptions in Policy 830. Listed are examples of organizations classified as follows:	Costs Recovered
A	FFA, DECA, FCCLA, "A" Club, Spanish Club, Student Council or class run events or activities	0%
B	PTO, Athletic Boosters, Music Boosters, FFA Alumni or Youth Recreational Organizations. 4H and Boy/Girl Scout groups which are located in the District and whose membership is primarily District residents are considered Class "B" users.	0%
C	Non-profit civic, charitable, governmental or service groups whose membership is primarily District residents and whose purpose and activities serve the greater good of the community and/or school district.	50%
D	Individuals, groups or organizations who use the facility for personal use, financial gain or to further the interest of the group	100%

**FACILITY RENTAL RATES PER HOUR**

	A - B	C	D
Marleen Knutson School Forest Learning Center	-	\$10.00	\$20.00
Tim Anderson Gymnasium	-	\$10.00	\$20.00
High School Old Gymnasium	-	\$8.00	\$16.00
Elementary Gymnasium	-	\$6.00	\$12.00
Mezzanine	-	\$2.00	\$4.00
Football Field	-	\$8.00	\$16.00
Locker Rooms	-	\$2.00	\$4.00
Outdoor Concessions	-	\$4.00	\$8.00
Indoor Concessions	-	\$2.00	\$4.00
ES Cafeteria	-	\$2.00	\$4.00
HS Cafeteria	-	\$2.00	\$4.00
HS Kitchen	-	\$10.00	\$20.00
ES Kitchen	-	\$10.00	\$20.00
Library	-	\$2.00	\$4.00
Little Theatre	-	\$2.00	\$4.00
General Classroom	-	\$1.00	\$2.00
Specialized Classroom	-	\$2.00	\$4.00

The above rates are based on the cost to replace and maintain the facilities. These rates are estimations and subject to change on an annual basis.

**Use of alcohol and tobacco on school grounds is prohibited.**

Approved: December 19, 2018