

Use of School Facilities

In order to process this application, all appropriate information must be completed and the form signed.

Application and Agreement for Use of School Facilities

Group Making Request:

Date Submitted:

Type of use requested (event name, course title, etc.):

Approximate # attending

Is the meeting open to the public? Yes No

Is there a charge for attending? Yes No

If yes, how much per person?

Name and Address of Contact Person:

Telephone # of Contact Person:

(Home) (Cell)

School Desired: MHS MMS IRE MP3

Facility Desired: (gym, auditorium, kitchen, cafeteria, classrooms, etc...)

Dates Desired: Time: From to

The above application for Use of School Facilities is approved subject to the following regulations:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the agent for the school or with the District's business office.
2. Group will submit a plan of supervision with names. _____ Supervision Plan Attached
3. Individuals or groups wishing to use the District athletic facilities or to operate programs involving children or youth are required to provide a certificate of insurance proving the use has at least \$1 million combined single limit liability insurance. Such certificate of insurance must name the Meridian School District as an additional insured.
_____ Proof of Insurance Attached
_____ Proof of Insurance Not Needed
4. Any group or individuals using the facilities must be approved for use prior to the event.
5. Any group or individuals using the facilities accept the responsibility for any damage done to District property and shall reimburse the District for the cost of repairs.

6. Smoking and/or drinking of alcoholic beverages is not permitted in school buildings or on school grounds (per state law). Groups or individuals using school facilities accept responsibility for the enforcement of this rule.
7. Any group using the facility will not allow attendance to go over the posted room capacity.
8. Only the facilities that have been approved on this application will be used by the applicant's group.
9. The District reserves the right to cancel, upon short notice, any meeting or activity in any District facility.
10. Groups or individuals using school facilities agree to protect and to indemnify for costs, legal and other expenses of the District, its officers, directors and agents from all claims, liabilities or suits related to or with the use of any such school facilities.

District Facilities – Rental and Custodial Fees

Group A - Approved School/Child Related Groups or Government Agencies

Group B - Non-Profit Groups

Group C – Commercial Enterprises

Custodial Fee - \$36.65 per hour (2 hour minimum) - Saturday is time and ½, Sunday is double time. **Tech**

Staff Fee- \$25 per hour (2 hours minimum)- charged for all hours rented (auditorium).

<u>Facility</u>	<u>Group A</u> Rental Fee	<u>Group A</u> Custodial Fee	<u>Group B</u> Rental Fee	<u>Group B</u> Custodial Fee	<u>Group C</u> Rental Fee	<u>Group C</u> Custodial Fee
IRE Gym A	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
IRE Gym B	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
IRE Gym B w/kitchen	No Charge	Required	\$30 per hour	Required	\$60 per hour	Required
IRE Library	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
IRE Covered area	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
IRE Grass Fields	No Charge	Can be waived*	\$20 per hour	Required	\$40 per hour	Required

Middle School Cafeteria	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
Middle School Cafeteria w/kitchen	No Charge	Required	\$30 per hour	Required	\$60 per hour	Required
Middle School Big Gym	No Charge	Can be waived*	\$50 per hour	Required	\$100 per hour	Required

Middle School Small Gym	No Charge	Can be waived*	\$40 per hour	Required	\$80 per hour	Required
Middle School Library	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
High School Commons	No Charge	Can be waived*	\$40 per hour	Required	\$80 per hour	Required
High School Kitchen	No Charge	Required	\$30 per hour	Required	\$60 per hour	Required
High School Auditorium	No Charge	Can be waived*	\$75 per hour	Required	\$150 per hour	Required
Equipment (sound system, stage lighting, mics, screen, projector)	No Charge	Can be waived*	\$15 per use	N/A	\$15 per use	N/A
High School (South) Gym	No Charge	Can be waived*	\$60 per hour	Required	\$120 per hour	Required
High School (North) Gym	No Charge	Can be waived*	\$80 per hour	Required	\$160 per hour	Required
Classrooms	No Charge	Can be waived*	\$25 per hour	Required	\$50 per hour	Required
Grass Fields	No Charge	Can be waived*	\$20 per hour	Can be waived*	\$40 per hour	Required
Lights	No Charge	Can be waived*	\$30 per hour	Can be waived*	\$40 per hour	Required
Outdoor Restrooms	No Charge	Can be waived*	\$15 per event plus custodial	Required	\$30 per event plus custodial	Required
Parking lot Rental	No Charge	Can be waived*	\$10 per event	Can be waived	\$15 per event	Required

Damage Deposit: A refundable damage deposit of \$250 may be required by the Superintendent depending on the nature of the activity.

Clean Up Check List for Use of School Facilities *In order to have the custodial fees waived for the use of school facilities, it is agreed that the appropriate list below will be completed by the group using the facility and that access to the facility is during regular working hours of the custodian. If the facility is not at the district standard after use, a 2 hour minimum custodial charge will be incurred for groups.

MHS Stadium or District Fields

- Pick up the area used by the group of all litter and trash.
- Empty all cans/bags of trash.
- If stands are used, sweep of all debris.
- Sweep and mop restrooms used.
- Disinfect restrooms and drinking fountains used.

Gymnasiums

- Pick up the area of all litter and trash.
- Empty all cans/bags of trash.
- Sweep the floor and stands of all debris.
- Sweep and mop restrooms.
- Disinfect restrooms and drinking fountains.
- Clean door glass.

Cafeteria/Kitchen/Auditorium/Classrooms

- Pick up the area of all litter and trash.
- Empty all cans/bags of trash.
- Clean floors (sweep/vacuum/mop) and seats.
- Sweep and mop restrooms.
- Disinfect restrooms and drinking fountains.
- Clean door glass.
- Return all tables and chairs (as well as any other items) to their proper place (where they were previously).
- For kitchen use, specific permission and clean up procedures are required.

Rental Fee:

Custodial Fee:

Damage Deposit (if required):

Total:

Special Instructions or Provisions:

Group Making the Use of Facilities Request hereby agrees to abide by the above regulations and all other terms of this agreement.

Name of Group:

Signature of Group Representative:

I acknowledge that I am over 18, and this is a legally binding document

Printed Name:

Title

Signature of Approving Building Administrator

Printed Name

Date Approved

Name and contact information of District staff authorized to make decisions on behalf of the district as it relates to this event/agreement.

Adopted: 05/14/14

Revised: 02/07/24