

## Britton-Hecla School District # 45-4

### School Facility Use/Rental & Equipment Usage Agreement

1. The school day and school activities take precedence over all other functions.
2. Requests for use of school facilities/equipment must be filed in advance with the Superintendent's office. All organizations or groups will be required to sign this document which includes a "Hold Harmless" agreement. Pre-payment is due prior to the event.
3. Those groups or organizations renting the facilities are responsible for cleaning at the conclusion of their event.
4. Should additional custodial services be needed it will be billed at an hourly rate of \$20.00.(3 hour minimum)

\*\*\*Britton-Hecla School District organizations will be permitted to use the school facilities at no charge. Also, consideration will be given to other events that are non profit. This determination will be made by the Superintendent.

#### Rental Fees

<u>Facility</u>	<u>All Day</u>	<u>Half Day</u>
Arena	\$200	\$150
Amacher	\$200	\$150
Add'l cost/room	\$50	\$35
Kitchen/Lunchroom or Wrestling Room	\$100	\$75
Add'l cost/room	\$50	\$35
Track/Field	\$150	\$150
w/Lights	\$200	\$200

#### Rental Agreement

Organizaton/Business \_\_\_\_\_

Facility to be Rented \_\_\_\_\_

Additional Rooms \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Date(s) to be Rented \_\_\_\_\_

Specify Entry Door(s) \_\_\_\_\_

Times to Unlock/Lock

Unlock _____	Lock _____	Date(s) _____
Unlock _____	Lock _____	Date(s) _____

Facility Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

TOTAL FEE: \_\_\_\_\_

\*\*\*All renters must have completed and signed the **Facility Use/Rental and Equipment Agreement** form prior to approval.

\*\*\*If facilities are to be rented on a regular basis (weekly, monthly, annually) special arrangements may be arranged.

\*\*\*Renter or vendor may be required to provide proof of insurance prior to acceptance of agreement.

\*\*\*ALL BRITTON-HECLA FACILITIES ARE ALCOHOL AND TOBACCO FREE ENVIRONMENTS

**\*\*\*PLEASE COMPLETE THE BACKSIDE OF THIS DOCUMENT\*\*\***

**Additional Equipment Needed:**

PA System	Yes	No	
Tables	Yes	No	How Many _____
Chairs	Yes	No	How Many _____
Stage	Yes	No	
Microphones	Yes	No	How Many _____/_____Corded/Cordless
Microphone Stands	Yes	No	How Many _____
Kitchen	Yes	No	
Concessions Area	Yes	No	
Bleachers	Yes	No	
Extension Cords	Yes	No	How Many _____

Other Special Requests:

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Contact Person(s)

Phone #

Address

Email

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Secondary Contact Info

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Other Information

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**PROPERTY DAMAGE:** The above named is responsible for any and all property damages sustained during the Renter's use or occupancy of the Britton-Hecla School District facilities, excluding ordinary wear. Renter shall reimburse the Britton-Hecla School District for repair costs, or the loss of value within (10) days notice of claim.

**LIABILITY:** The above named will "Hold Harmless" the Britton-Hecla School District against all liability, claims, demands, and suits which may arise as a result of Renter's use or occupancy.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date