AGREEMENT FOR USE OF SCHOOL FACILITIES
GASTON SCHOOL DISTRICT 511-J

Application procedures. Please allow 2 weeks for processing.
1. Check the master calendar on the website (www.gastonk12.org) for availability.
2. Read and fill out this form in its entirety.
3. Submit to the Building Use Coordinator at the Jr/Sr High School Office.

NAME OF ORGANIZATION ____________________________________________

PERSON IN CHARGE_________________________________ Phone # __________

FACILITY YOU ARE REQUESTING
*Kaulia Gym (E/W) *Commons Gym (E/W) *Athletic Field *Fitness Facility *Library
*Home Ec Kitchen (HS Rm#105) *Cafeteria (Kitchen excluded) *Classroom (specify bldg. & Rm#)

**Please include all buildings and/or rooms you need access to. Each building has an alarm system and should not be opened by anyone other than the approved applicant signing this form. False alarm fees are the applicant/organization responsibility.

TITLE FOR EVENT & PURPOSE _________________________________________

DATE(S) _______ / _______ , _______ / _______ which is a: Mon Tues Wed Thur Fri Sat Sun

EVENT TIME ___________ SET UP TIME NEEDED ___________ to ________ FEE CHARGED ___________

SOME IMPORTANT REMINDERS – PLEASE READ BEFORE SIGNING BELOW

• An adult must be present and supervising children at all times.
• You may use only the facility listed above. Please see that no one uses any equipment (e.g. computers, overhead projectors, books, pens, pencils etc.) You must furnish all supplies needed for your meeting/activity.
• Please arrive and depart promptly. The custodian has numerous duties and a schedule to follow.
• Please clean up after yourselves and put chairs and tables back where you found them.
• The person signing this agreement is responsible for any loss or damage (building/keys/FOBS).
• Anything brought on to the campus must have prior approval, i.e. straw, hay, plants, etc

Signatures required by ALL listed below before approval is granted.

Facilities Manager—Bryan Van Dyke__________________ Custodial Cvg? Who?______________ Yes No
Building Administrator—_________________________________________________________ Yes No
Building Secretary—(OK’d w/ Calendar)__________________________ Yes No
Athletic Director/PE Teachers (if Athletics/gym are affected) ____________________________ Yes No
Technology Coordinator—Aubrey Jarvis ___________________ Yes No
Other approval (if necessary to a specific room request) ______________________________ Yes No

Special Instruction—
____________________________________________________________________________________

Keys/FOB Required, # __________ Name ___________________________ Date __________

*Unless other arrangements are made, keys & FOBS are expected to be returned no later than the following work day after the use of facility. If not returned, the person signing this form may be responsible for fees or fines to replace keys and/or FOBS.

FINAL FACILITY APPROVAL YES NO

Building Use Coordinator—Jennifer Oberg ____________________________

*** Return to bldg. use coordinator for placement on calendar, copies to ASB, Tyler Smith and organization that requested use***
RULES FOR USE OF FACILITIES AND/OR EQUIPMENT

The lease, rental or use of school equipment and/or facilities belonging to the Gaston School District, or other responsible citizens or organizations of Gaston, is permitted as set forth in Board policy.

The following procedures/rules shall be observed:
1. Arrangements of facilities shall be made through the Building Use Coordinator at least two weeks in advance.
2. An agreement for the use of the building shall be filled out by the person or organization representative.
3. Possible Fees: Rental fees of $25 per hour plus $10 extra for use of home ec classroom kitchen and $15 extra for use of gymnasiums in addition to custodial wages if necessary are subject to be applied to private for profit and some non profit organizations.
4. All rental fees shall be forwarded to the District Office to be deposited to the account of Gaston School District.
   (The district may require a trained staff person to be present during certain events. This staff member shall be paid by the district; however, the amount shall be included with the rental fee.)

The following specific rules shall be observed while using any facility and the permit holder shall be held responsible for any loss or damage growing out of such violation.

A. The possession and/or use of alcohol, tobacco products or inhalant delivery systems on all school district property including buildings, vehicles, school events, and outdoor areas is prohibited.
B. Persons attending functions shall confine themselves to the specific part of the facility assigned in the permit.
C. Disorderly conduct of any kind may result in the immediate closing of the facility.
D. The use of the facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed in the exercise of his/her permit.
E. The number of persons attending a function shall not exceed the legal or normal capacity of the facility granted for use in the permit.
F. Only people who have secured permission may use facilities and/or equipment. Permission is not transferable nor may other persons or organizations be involved unless they are represented on the application.
G. Responsibility for loss or damage to any piece of furniture, equipment or facility rests solely with the person(s) signing the agreement and he/she shall report the loss or damage to the principal of the facility involved. This includes keys and/or FOBS.

Indemnification and Hold Harmless Clause:
In consideration for the use of (facility/location) __________ in Washington County, (name of organization) ______________ agrees to indemnify and hold the Gaston School District harmless for any damages, including legal and defense costs, acts or incidents that occur as a result of the event held by (name of organization) ______________. Further, (name of organization) ______________ assumes all liability for specific losses arising from the event listed above and releases the Gaston School District from any liability for losses arising from the event. This agreement applies to all employees, agents, subcontractors, and volunteers of (name of organization) ______________.

Insurance Requirements and Additional Insured:
User shall obtain, at users expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of $2,000,000 per occurrence, and $2,000,000 aggregate. ** If there is more than just facility usage being done then we require more insurance coverages and limits depending on the situation. ** The user shall name the Gaston School District, its officers, directors, elected officials, employee and volunteers as Additional insured under the contract and provide a cancellation provision of at least 30 days for notification to the District if this policy cancels for any reason.

Applicant’s Signature

Date

NOTE: SCHOOL RELATED ACTIVITIES SHALL ALWAYS BE GIVEN FIRST PREFERENCE FOR USE OF SCHOOL FACILITIES.

Revised 8/2018