



FACILITIES & EQUIPMENT REQUEST/USE GUIDELINES (EXTERNAL)

700 N 1st Street, Dubois, WY 82513

mmiller@fremont2.org

(307) 455 - 5524



FCSD#2 FACILITIES & EQUIPMENT REQUEST/USE GUIDELINES (EXTERNAL)

This form is required for all requests related to external facilities or equipment. Staff members of FCSD#2 who are organizing an event on campus that is not affiliated with the school district must also fill out this form. Active groups or clubs within FCSD#2 should submit the internal facility request form through their respective administrator or supervisor.

1. FCSD#2 is dedicated to allowing the use of district facilities for educational, recreational, civic, or social purposes, provided that these activities do not interfere with school district operations, see *Board Policy IC: School Year/Calendar* or violate *Board Policy KFA: Public Conduct on School Property*.
2. Approved facilities requests may need to be adjusted based on the requirements of school programs or activities, which take precedence.
3. Activities and events associated with Dubois K-12 will take priority over any previously scheduled or approved events on the calendar. This may happen due to unforeseen schedule changes, among other reasons.
 - a. All school activities will take precedence over any other group in the scheduled use of FCSD#2 facilities.
 - b. District activities may be subject to modification. For a list of scheduled activities, please visit <https://www.fremont2.org/Calendar#/?i=5>.
 - c. We will strive to inform users of any changes, but this may not always be feasible.
 - d. Please check the calendar periodically to confirm reservation and that no new events have been added.
4. Any equipment or items stored or utilized in the facility by FCSD#2 classes or activities must not be relocated prior to being used by outside organizations.
 - a. Should equipment need to be moved, it is the responsibility of the outside entity to do so and to return it to its original location after use.
5. Requests for the use of district facilities must be **submitted at least two weeks prior to the event date**, regardless of whether you are requesting the use of facilities or tables and chairs.
6. Activities or events that receive approval through the FCSD#2 facilities will be canceled if the school district closes its facilities due to inclement weather. This form is governed by FCSD#2 policy KF.
7. Visit <https://www.fremont2.org/Facilities-Use-Request> to obtain the complete application packet.
 - a. The entire packet should be completed and returned to Ms. Mo Miller at mmiller@fremont2.org.
 - b. If there are multiple event requests, please submit a separate use request for each event.
8. Prior to the approval of your request, you must provide a certificate of liability insurance that names FCSD#2 as additionally insured.
9. Ensure the district is listed on the certificate and provide a current certificate of insurance which specifies the following:
 - a. Fremont County School District #2 listed as an additional insured.
 - b. A minimum of \$1,000,000 in General Liability insurance.
 - c. A minimum of \$1,000,000 in Auto Liability insurance is necessary, *this applies only to renters at the city lot*.
 - d. A minimum of \$500,000 in Employers Liability insurance, *this pertains to workers' compensation*.
 - i. *Owners of independent businesses, whether one or more employees, typically do not have access to workers' compensation, which is acceptable.*
 - ii. The additional insured box must be appropriately marked.
10. Upon receipt of the completed package, your request will be processed within 5-7 business days.
11. An incomplete form or one with missing requirements may delay the processing or approval of the request.
12. Upon approval, you will receive an email confirmation and a copy of the approved *Facility Use Agreement*.

Should you have any further questions, please contact Ms. Mo Miller at mmiller@fremont2.org.



FCSD#2 FACILITIES REQUEST/USE GUIDELINES (EXTERNAL)

DIRECTIONS

There are three categories of service requests: facilities, equipment, or a combination of both. Each request typically has a turnaround time of approximately 5 to 7 business days, contingent upon the receipt of completed documentation, including certificate of insurance information. Depending on the specific need, please indicate the request.

☐ Facilities Request:

Please review, complete, and return the entire packet. Complete sections 1 and 2 of the document; your signature will be collected through Adobe Sign at the conclusion of the process. Once you have filled out the necessary sections, kindly submit the entire packet to Ms. Mo Miller for processing.

☐ Equipment Request:

Requesting the use of FCSD2 tables, chairs, or other equipment, complete the entire packet and complete sections 1 and 3; your signature will be collected through Adobe Sign at the conclusion of the process. Once you have filled out the necessary sections, kindly submit the entire packet to Ms. Mo Miller for processing.

☐ Facilities and Equipment Request:

Requesting both the use of FCSD2 facilities, tables, chairs, or other equipment, complete the entire packet and fill out sections 1, 2, and 3; your signature will be collected through Adobe Sign at the conclusion of the process. Once you have filled out the necessary sections, kindly submit the entire packet to Ms. Mo Miller for processing.

RESOURCES

Ms. Mo Miller mmiller@fremont2.org

[Activities Calendar](#)

FCSD#2 Policies:

- ☐ IC: [School Year/Calendar](#)
- ☐ KF: [Community Use of School Facilities](#)
- ☐ KFA [Public Conduct on School Property](#)
- ☐ KF:(E)1 [Facilities Use Request Form](#)
- ☐ KF:R [Facilities Use Requirements](#)



FCSD#2 FACILITIES REQUEST/USE APPLICATION (EXTERNAL)

This form is to be used to request the use of FCSD#2 facilities by an external person, event, or organization..

SECTION I: GENERAL INFORMATION

Today's Date:	Contact Person:
Event Name:	Event Date:
Email:	Phone:
Address:	
Alternate Contact Person:	Alternate Contact Phone:
Event Overview:	

- ☐ I am requesting the use of FCSD#2 Facilities. *Complete sections 1 & 2.*
- ☐ Location: _____
- ☐ I am requesting the use of FCSD#2 Equipment. *Complete sections 1 & 3.*
- ☐ Tables: *Quantity* _____
- ☐ Chairs: *Quantity* _____
- ☐ Other: _____
- ☐ I am requesting the use of FCSD#2 Facilities and Equipment. *Complete sections 1, 2, & 3.*
- ☐ Location: _____
- ☐ Tables: *Quantity* _____
- ☐ Chairs: *Quantity* _____
- ☐ Other: _____



Every Day Counts: Educate, Engage, Empower

SECTION II: FACILITIES USE

		Start Time	End Time	Space Requested: Commons, Gym, etc.	Comments
Event Date					
Pre Set Up					
Post Clean Up					

Activity Description: _____

1. Facility(ies) Requested

- ☐ K-12 Building: *Room* _____ *Location:* _____
☐ K-12 Outdoor Area: *Space* _____ *Location:* _____
☐ Little Rams Building: *Room* _____ *Location:* _____
☐ Little Rams Outdoor Area: *Space* _____ *Location:* _____
☐ Special equipment needs: _____
☐ Badge access required: _____

2. Will furniture or fixtures need to be moved or added?

- ☐ Yes. *Explain:* _____
☐ No. *Explain:* _____

3. Is there a fee or charge?

- ☐ Yes
☐ No

4. Admission/Costs/Fees?

- ☐ Adults \$ _____
☐ Children \$ _____
☐ Other \$ _____

5. Will you require or serve food or beverages? *Explain:* _____

6. Will minors (age 17 or younger) be participating in the activities described in the application?

- ☐ Yes. *The applicant will provide adult supervision to minors at all times when they are on school grounds pursuant to this Agreement.*



☐ No. Minors will not be participating as a part of this event.

**Please note the district is not responsible for supervision of minors at non-school sponsored activities.
The district may impose a minimum adult to minor ratio.***

SECTION III: EQUIPMENT RENTAL

Equipment Rental Fees			
ITEM	AVAILABILITY	DESCRIPTION	FEE
Indoor Chair	200 Chairs		\$ 0.50 per item.
Indoor Table	17 Long Tables		\$ 1.00 per item.
Outdoor Chair	170 Chairs		\$ 0.50 per item.
Outdoor Table	<input type="checkbox"/> 5 Long Tables <input type="checkbox"/> 4 Round Circle Tables. <input type="checkbox"/> 3 Small Round Tables.		\$ 1.00 per item.

\$50 deposit per 100 items rented. Deposits will not be prorated and are non-refundable.*

Final costs to be confirmed by FCSD#2 Business Manager.

Items Requested: _____ Quantity: _____ Total \$ _____
 Items Requested: _____ Quantity: _____ Total \$: _____
 Items Requested: _____ Quantity: _____ Total \$: _____
 Items Requested: _____ Quantity: _____ Total \$: _____

Equipment Sub Total: \$ _____

Pick up date: _____ Return date: _____

User initial: _____

Date: _____

SECTION IV: RENTAL AGREEMENT

Responsibility for Facility/Equipment Care

All persons and groups using or renting school premises or property shall assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district in making needed repairs and replacements. The user shall indemnify and hold the Board of Trustees, school district



employees, and the school district, harmless from any liability arising from any injury or property damage resulting from in any way arising out of the use of school facilities by persons or community organizations.

The school District does not have building custodians scheduled on weekends or late evenings on weekdays. If the User is requesting the use of District facilities when a custodian is not on staff, the User must designate a specific individual who will be responsible for opening the facility and securing the buildings after the group is done. This includes checking all windows and exits that members of the User group may have left open and that open other exits. The user is responsible for securing all exits operated by the key they are issued. Failure to properly secure the facility, after the User is done using the facility, may result in the loss of after-hours privileges.

1. The User agrees that District facilities are to be used only as designated on the District Facility Use Request Application form. Any deviation from use will be considered a breach of contract and may result in the denial of future use of District facilities.
2. Users shall ensure that no unauthorized third party will be permitted to use the facility or any portion thereof.
3. Users shall ensure that the representative specified in the agreement is present at the scheduled event. If this person is not able to attend, please contact the Business Manager (307) 455-5542 to notify them of who will be the responsible adult/contact person at the event.
4. Users shall ensure that the participant's vehicles will be properly parked. No motor-driven vehicles will be permitted on school grounds at any time except for in parking areas. Parking is permitted only in designated areas.
5. Users shall ensure that participants are only in areas that were requested in this form.
6. Furniture or fixtures may be moved only with the permission of the building principal or District Administrator.
7. Food and beverages are only allowed in areas where allowed and only having received written permission.
8. Users shall ensure that doors are not propped open at any time. If doors are found propped open with any object, this agreement may be terminated. Instead, please assign someone to stand at the door to let people in. The user shall also ensure the door is properly locked/secured at the end of the event.
9. When the school gymnasium is to be used for physical activities, only persons with approved rubber-soled shoes that are brought in (not worn in) are allowed on the gym floor. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.
10. Users shall ensure activities are orderly and lawful.
11. Users shall ensure that the use of alcohol/tobacco products is not allowed in the building or on the grounds. Use and/or possession of opened or unopened alcoholic beverages, any type of intoxicants, illegal drugs, drug paraphernalia, or tobacco products is not permitted in or on school grounds.
12. The user shall ensure that animals are not permitted inside District buildings, except those animals used to aid the disabled or specified in the agreement.
13. The user shall leave the building neat and orderly. All litter, including paper, glass, and cans, shall be deposited in receptacles provided for that purpose.
14. No fires are permitted except as authorized by District Administration/designee and then by permit.



15. No person shall cause damage to trees, flowers, shrubs, fences, or equipment. Any known damage will be billed to the User/Organization.
16. Other stipulations as established by the District Administrator/designed.
17. No District Facility Use Agreement is transferable to another party. The User agrees to pay in full all fees or costs associated with the rental of District facilities upon receipt of an invoice from the District. Failure to pay for costs and damages will result in the automatic denial of future Agreement requests until the delinquent balance is paid in full. The district reserves the right to require a fee deposit OR the estimated Agreement fee to be prepaid. The district reserves the right to deny any Agreement application or terminate any Agreement at any time with or without cause. In the event of such denial or termination, there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense incurred.

User initial: _____

Date: _____

SECTION V: FACILITIES USE TERMS AND CONDITIONS

1. Users of school facilities may be liable and held responsible for injury to persons and property damage incidental to their activities on school property, including, but not limited to, acts of vandalism.
2. It is the applicant's responsibility to make known, in detail, if necessary, the intended use of the facility.
3. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the conditions in which they leave the facility. Any breakage, damage, or loss of District property, beyond reasonable wear and tear, shall be paid for by the user organization.
4. District consumable supplies are not available for use.
5. If school facilities are closed for emergency or weather-related reasons, community use of school facilities shall be presumed canceled. The facilities director will have final authority on whether facilities are usable.
6. Applicants are required to remove, at their own expense, materials, equipment, furnishings, or rubbish left after the use of school facilities. If this is not done, the user organization will be required to pay the cost of removal.
7. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found.
8. User organizations must conform to all local ordinances including police and fire department regulations.
9. All meetings will terminate, and the facility will be vacated, by the time specified on the application.
10. Adult supervisors of organizations using school facilities will remain with their groups during usage and will be responsible to FCSD#2 for observance of all rules. The adult supervisor shall be the last to leave and shall be in charge of securing the building.
11. The user organization will be responsible for the enforcement of the above-stated regulations and shall be responsible for all participants, spectators, and affiliated personnel.



12. When large crowds are anticipated, it will be the responsibility of the user organization to notify local law enforcement agencies for aid in handling traffic and crowds.
13. Each user group agrees that people not directly related to the sponsoring group shall not be allowed admittance to or use of FCSD#2 facilities assigned to the user group.
14. Use of facilities that require the presence of district staff will not be permitted on dates that are identified as contract, school, legal, federal, or other holidays. This shall include winter and spring breaks.
15. Users agree not to discriminate against persons regardless of race, color, national origin, sex, age, disability, or religion in admission to its programs, services, or activities.
16. There shall be no profane language, quarreling, fighting, gambling, use of tobacco products or intoxicants, hallucinatory drugs, or narcotics in or about the school buildings or premises. Violation of this rule shall be a significant cause for immediate removal and denial of further use of school premises by the organization.
17. A Certificate of Liability Insurance for a minimum of \$1,000,000 liability coverage shall be furnished to the district at least 7 days before the scheduled event. Said certificate will name the Fremont County School District #2 as additionally insured.

User initial: _____

Date: _____

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

User agrees to indemnify and hold harmless the Fremont County School District #2, its officers, officials, employees, and volunteers from all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the User's performance of this agreement, except for injuries and damages caused by negligence on the part of the district. User agrees to obtain, before its use of the facilities, such liability insurance as may be required by FCSD#2, together with a certificate of such insurance specifically naming FCSD#2 as an insured party and acknowledging the foregoing hold harmless agreement. User understands and agrees that this permit may be revoked or canceled at any time with or without cause and User shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.

RENTAL AGREEMENT

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are hereinafter referred to as LESSEE. Shall at all times keep such premises and property in a clean, sightly, and healthy condition and shall not use or suffer or permit any person or persons in any manner whatsoever, to use said premises or property for any purpose in violation of the law of the United States and the State of Wyoming or ordinances and regulations of the Town of Dubois or any lawful authority. Upon the expiration of any lease, right, or permit to use such premises or property, such LESSEE shall yield and surrender back to the school all of the said premises and property in the same condition of cleanliness, repair, and sightlines as when received, loss by fire and reasonable wear-and-tear excepted. In the event said premises and property are not kept in a clean, sightly, and healthy condition or are not surrendered back to the school in the same condition of cleanliness, repair, and sightlines as when received, the school may replace such premises and property to the same condition of repair, sightlines, healthfulness, and cleanliness as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use said premises and property, to pay to the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property, together with all costs and attorney fees incurred by the school in collecting the amount thereof from the LESSEE.



LESSEE does further agree to indemnify and hold the Board of Trustees, all school district employees, and the school district, harmless from all liability arising out of any injury or property damage in any way associated with the use of the facilities by the user, its members and/or invitees (guests). The LESSEE has read and agrees to abide by the insurance requirements as outlined in the District Policy Manual, and the rental fee and classification breakdown as described elsewhere on this form.

SERVICE FEES

All rental charges set forth above are for the use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at the full rate necessary to compensate those individuals at their regular salary rate in addition to the rental fee. In addition to abiding by the terms of this Agreement, the LESSEE is required to follow all District policies and rules involving the use of its facilities. I have read the terms and conditions as outlined in this document, and I understand that these terms are a condition of the lease; it is understood that when the application is properly approved, it is, in fact, a lease. I understand that failure to abide by the terms and conditions outlined in the School Board policy will result in the immediate discontinuance of user privileges.

In addition, our organization agrees to pay the full cost of any damage caused by our group to any of the district's facilities, as well as any cost incurred by the district to bring any facility back to the condition in which it was found. The individual(s) filling out the Facilities Request is/are applying for use of the facilities indicated below and agrees to pay the rental rate stated (if any is assessed) and such service charges for personnel as are indicated or may occur. The organization/individual must provide proof of insurance through an additional insured certificate naming FCSD#2 as an additional insured entity for the requested period.

- ☐ It is agreed that the individual(s)/organization requesting FCSD#2 facilities will comply with all Board of Education policies on building use, terms of conditions, and guidelines for facilities usage.
- ☐ It is agreed that while being used, proper control will be maintained over the building and any persons who may be therein.
- ☐ I have provided a copy of the additional insured certificate with this application.

User Signature: _____ Date: _____

DISTRICT USE ONLY	
Building/Location:	Fees Applied:
Room#/Space:	Access Manner: <input type="checkbox"/> Badge <input type="checkbox"/> FOB <input type="checkbox"/> Keys <input type="checkbox"/> Other
Additional Details:	

CATEGORY	CALCULATION	COMMENTS
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1. Custodial Charge	____ hrs x \$ ____ (hourly rate) = \$ ____	If more clean up is necessary, the <i>User</i> may incur additional charges.
2. Indoor Chairs	____ amount x \$ 0.25 (per item) = \$ ____	If items are damaged beyond regular wear and tear, the <i>User</i> may incur additional charges.
3. Indoor Tables	____ amount x \$ 0.25 (per item) = \$ ____	If items are damaged beyond regular wear and tear, the <i>User</i> may incur additional charges.
4. Outdoor Chairs	____ amount x \$ 0.25 (per item) = \$ ____	If items are damaged beyond regular wear and tear, the <i>User</i> may incur additional charges.
5. Outdoor Tables	____ amount x \$ 0.25 (per item) = \$ ____	If items are damaged beyond regular wear and tear, the <i>User</i> may incur additional charges.
\$50 deposit per 100 items rented. Deposits will not be prorated and are non-refundable.*		
Usage Total: _____		

Signatures to be captured electronically after internal processing.*

User Signature: _____ Date: _____

Superintendent: _____ Date: _____

INTERNAL APPROVAL PROCESS

APPROVED	ADMINISTRATOR	SIGNATURE	COMMENTS
<input type="checkbox"/> YES <input type="checkbox"/> NO	Director: Activities & Athletics		
<input type="checkbox"/> YES			



Every Day Counts: Educate, Engage, Empower

<input type="checkbox"/> NO	Building Administrator		
<input type="checkbox"/> YES <input type="checkbox"/> NO	Director: Facilities/ Maintenance/ Transportation		
<input type="checkbox"/> YES <input type="checkbox"/> NO	Superintendent		

INTERNAL NOTIFICATIONS

<input type="checkbox"/> K-12 Building Secretary	<input type="checkbox"/> School Resource Officer	<input type="checkbox"/> IT Director	<input type="checkbox"/> Other
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