



*Every Day Counts: Educate, Engage, Empower*

## REQUEST FOR USE OF DISTRICT FACILITIES APPLICATION PACKET

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

A badge for timed entry will be provided by Caleb Neale. This badge will only open according to the instructions provided. Staff badges should not be the primary entry method. Email Caleb if you have not received your badge before your event. [cneale@fremont2.org](mailto:cneale@fremont2.org).

### FCSD2 Approvals, Notifications, and Notes:

	Department	Issues
Yes   No	Superintendent	
Yes   No	Facilities	
Yes   No	Principal	
Yes   No	Secretary	
Yes   No	Athletic Director	
Yes   No	School Resource Officer	
Yes   No	PE Teacher	
Yes   No	Custodians	
Yes   No	Lights On	
Yes   No	Tech Director	
Yes   No	Other	Note:

## **FCSD2 FACILITIES USE GUIDELINES**

1. This form should be used for all outside group facility or equipment requests. FCSD2 staff who are holding an event on campus that is not covered by the school district will also need to fill this form out. FCSD2 activity groups/clubs will fill out the internal facility request through the principal.
2. ***FCSD2 is committed to permitting the use of district facilities for educational, recreational, civic, or social activities as long as the activities do not conflict with school district use or with Board Policy GKD. Please note, that your approved facilities request may have to be changed based on the needs of the sports or educational calendar.***
3. Requests for use of district facilities must be made at least 2 weeks before the date of the event regardless if you are requesting the use of facilities or tables/chairs.
4. All school activities will have precedence over any other group in the scheduled use of FCSD2 facilities. District activities are subject to change. Please go to <https://www.fremont2.org/Calendar#/?i=5> to see scheduled activities.
5. Activities/events that are approved through the FCSD2 facilities will be canceled if the school district closes its facilities due to weather events. Please stay in contact with Amanda Ysen for more information related to that.
6. This form is guided by FCSD2 policy KF.
7. Please go to <https://www.fremont2.org/Facilities-Use-Request> to download the entire application packet. ***Print the entire packet***, fill it out, and then return the ***entire packet*** to Amanda Ysen, Business Manager at [aysen@fremont2.org](mailto:aysen@fremont2.org). If you have multiple event requests, please fill out one use request for each event.
8. If you are requesting the use of our facilities, before the approval of your request, you will be required to provide a certificate of liability insurance naming FCSD2 as additionally insured. Please make sure the district is listed on the certificate as Fremont County School District, 700 N. First St., Dubois, WY 82513.
9. If all of the initial paperwork is properly completed and submitted, your request will be processed within a few days. Once approved, you will receive an email with a final approved Facility Use Agreement via email. Please direct all further communication to Amanda at [aysen@fremont2.org](mailto:aysen@fremont2.org).
10. To help you:
  - If you are requesting the use of FCSD2 Facilities:
    - a) Print the entire packet.
    - b) Fill out sections 1 & 2 (your signature will be obtained through Adobe Sign at the end of the process).
    - c) Please turn in the entire packet.
  - If you are requesting the use of FCSD2 tables/chairs or other equipment only:
    - a) Print the entire packet.
    - d) Fill out sections 1 & 3 (your signature will be obtained through Adobe Sign at the end of the process).
    - b) Please turn in the entire packet.
  - If you are requesting the use of FCSD2 AND tables/chairs/other equipment:
    - a) Print the entire packet.
    - e) Fill out sections 1, 2, & 3 (your signature will be obtained through Adobe Sign at the end of the process).
    - b) Please turn in the entire packet.

# FCSD2 FACILITIES USE APPLICATION

## Section 1: General Information

Date of Application: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

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

Name of Person Responsible/Title During Use: \_\_\_\_\_

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

- I am requesting the use of FCSD2 Facilities
- I am requesting the use of FCSD2 tables/chairs
- I am requesting the use of FCSD2 and tables/chairs/other equipment

## Section 2: Facilities Use

Date(s) Desired (please include month, date, and year):

Date	Set Up Time	Starting Time	Ending Time	Door Closing time	Location	Notes

\*\*If requesting more than 1 event or more than one event with 3 dates, please copy and paste the above chart into a document to list out all dates/times requested. We would like you to list out each date you are requesting for each event, not just May 1- May 31<sup>st</sup> each Wednesday.

\*\*Please note on beginning and ending times. Please add any additional time you need the doors open and closed to allow for set-up time.

Type of Activity: \_\_\_\_\_

Admission Charge (if any): Adult: \_\_\_\_\_ Child: \_\_\_\_\_

Please mark the facilities that you are interested in reserving/using:

- K12 Building, please list specific room/space if known: \_\_\_\_\_
- K12 Outdoor Space (includes track), please list specific area if known: \_\_\_\_\_  
\_\_\_\_\_
- Pre-School/Extended Day Building, please list specific area if known: \_\_\_\_\_

Pre-School/Extended Day Outdoor Space (includes track), please list area if known: \_\_\_\_\_

\_\_\_\_\_

Please list any special equipment needed: \_\_\_\_\_

\_\_\_\_\_

Will you need a badge (for entry) to access any buildings or other spaces? \_\_\_\_\_

\_\_\_\_\_

1. Do you need to move any furniture or fixtures? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

2. Will your event require food or beverage? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

3. Other information about your request: \_\_\_\_\_

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

\_\_\_ Yes \_\_\_ No

5. Will the User provide adult supervision to minors at all times when they are on school grounds pursuant to this Agreement?

\_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable

If "no," the User cannot enter into this Agreement or have access to District property. The district has no responsibility for the supervision of participants who are minors unless the event is a school-sponsored event.

6. What will be the approximate ratio of participants who are minors to adult supervisors? \_\_\_\_\_

Depending on the nature of the activity and the age of the minors, the district may set a minimum ratio of minors to adult supervisors.

### **Section 3: Equipment Rental**

Rental of tables/chairs for indoor use. Please list how many are needed. We have a total of 17 long tables and 200 chairs for indoor use. \_\_\_\_\_

Rental of tables/chairs for outdoor use. Please list how many are needed. We have a total of 5 long tables, 4 large round tables, 3 small round tables, and 170 chairs for outdoor use. \_\_\_\_\_

\_\_\_\_\_

Date equipment is to be picked up \_\_\_\_\_ Date equipment is to be returned \_\_\_\_\_

<b>Equipment Rental Fee's</b>
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<b>Indoor Chair/Table Rental</b>	Tables (.25 cents each) Chairs (.25 cents each)	*We have 17 long tables and 200 chairs for rent for inside events only.
<b>Outdoor Chair/Table Rental</b>	\$50 deposit per 100 items rented. Deposit will not be prorated.	*We have 5 long tables, 4 large round tables, 3 small round tables, and 170 chairs for outdoor use.

## **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-hour 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 of use will be considered a breach of contract and may result in denial of future use of District facilities.
2. User shall ensure that no unauthorized third party will be permitted to use the facility or any portion thereof.
3. User 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 (455-5542) to notify them of who will be the responsible adult/contact person at the event.
4. User 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. User 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 beverage only in areas where allowed and only having received written permission.
8. User shall ensure that doors are not to be 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. User shall ensure activities are orderly and lawful.
11. User 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/designee.
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.

### **FCSD2 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 organization 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 FCSD2 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 FCSD2 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. User agrees 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.

#### **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 FCSD2, together with a certificate of such insurance specifically naming FCSD2 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 FEE'S**

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; and be it 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 FCSD2 as an additional insured entity for the requested period.

- It is agreed by the individual(s)/organization requesting to use FCSD2 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 additionally insured certificate with this application.

Initial Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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For Business Office Use:

Building Assigned: \_\_\_\_\_

Room Name/#: \_\_\_\_\_

Fee's Assigned: \_\_\_\_\_

How is access provided to the building/room (Keys, FOB, etc.) \_\_\_\_\_

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Category	Calculation	Notes
<b>Custodial Charge</b>	____ hrs @ \$_____ (hrly rate) = \$_____	*If further cleanup is required, The lessee will be charged with clean-up time.
<b>Indoor Chair/Table Rental</b>	Tables (.25 cents each) Chairs (.25 cents each) \$50 deposit per 100 items rented. The deposit will not be prorated.	*We have 17 long tables and 200 chairs for rent for inside events only.
<b>Outdoor Chair/Table Rental</b>		*We have 5 long tables, 4 large round tables, 3 small round tables, and 170 chairs for outdoor use.
<b>Other:</b>		
<b>TOTAL</b>		

**Signatures (Do not sign this copy, once approved the document will be signed via Adobe Sign):**

Lessee: \_\_\_\_\_

Building Supervisor: \_\_\_\_\_

Building Supervisor: \_\_\_\_\_

Superintendent: \_\_\_\_\_