



## Application to Use School Facilities

Organization Requesting Facility Use: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Hours of use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Equipment or Special Arrangements Needed By User: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

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

Sign Posted: Location \_\_\_\_\_ Date Up: \_\_\_\_\_ Date Down: \_\_\_\_\_

**\*\*\*A \$100 deposit must be attached to ALL applications for facility use. This application will not be processed and added to the calendar if deposit is not attached. If no custodial fees are assessed, the check will be returned. Please make checks payable to Darby School.**

### HOLD HARMLESS AGREEMENT

The DARBY SCHOOL DISTRICT encourages the use of its facilities by the public. However, it is a district policy to give priority to student use of the facilities.

In this request, the right to cancel a facility use is reserved by the DARBY SCHOOL DISTRICT.

The use of the property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the facility. It is agreed that all rules and regulations for the use of the facility will be compiled with and that all damage to the building or its contents resulting from the use of the facility will be reimbursed to the district at the actual cost of repair or replacement.

The undersigned organization, by signature of its authorized representative, hereby guarantees that the organizations shall indemnify, defend, and hold harmless the DARBY SCHOOL DISTRICT and any of its employees or agents from any and all liability, expenses, costs (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to property of any kind in connection with the organization's use of the aforementioned school facility. The undersigned further agrees to abide by the non-discrimination clauses contained in the Montana Human Rights Act and the Governmental Code of Fair Practices. No drug, alcohol, tobacco, or nicotine products shall be used on the school grounds,

Signature of Organization Representative: \_\_\_\_\_ Date \_\_\_\_\_

### FACILITY USE FEE STRUCTURE (USE BASED UPON AVAILABILITY)

#### CLASSIFICATIONS

**Class 1: SCHOOL SPONSORED--NO FEE**

**NON-SCHOOL SPONSORED YOUTH ORGANIZATIONS (Additional Fees Apply)** Alumni, Academic Camps, Sports Camps, Little Guy Wrestling, Open Gyms, 4-H, Boy Scouts, Girl Scouts, Kiwanis, Little Leagues, T-Ball, Valley Soccer, and Boosters.

**Class 2: NON-PROFIT (Organizations where proceeds go to program development only)**

(Hunter's Safety, Adult Athletic Groups, Adult Ed) \*Adult Ed- 2% of their specific budget will be transferred into the facility.

**Class 3: FOR PROFIT (COMMERCIAL ORGANIZATIONS)** Darby Rodeo Association

**BASIC FEE SCHEDULE**

**Meeting Rooms: High School Library, Lunchroom, Elementary Library, Classrooms if school is not in session and available (each unit charged separately).**

Weekday Use (Monday-Friday): Class 2 and Class 3 apply costs from the “Additional Fees” Section

Weekend Use (Saturday and Sunday):

**Class 2 Daily Use Fees**

0-4 Hours	\$50
5-8 Hours	\$100
9-12 Hours	\$150

**Class 3 Daily Use Fees**

0-4 Hours	\$75
5-8 Hours	\$150
9-12 Hours	\$225

**Non-Meeting Rooms: All Gymnasiums, Ball Fields, Tennis Courts, Crow’s Nest, and Classrooms (each unit charged separately) \*Field lights are an additional charge.**

**Class 2 Daily Use Fees**

0-4 Hours	\$50
5-8 Hours	\$100
9-12 Hours	\$150

**Class 2 Season Fees**

0-3 Months	\$250
4-6 Months	\$500
7-9 Months	\$750
Full Year	\$1,000

**Class 3 Daily Use Fees**

0-4 Hours	\$75
5-8 Hours	\$150
9-12 Hours	\$225

**Class 3 Season Fees**

0-3 Months	\$500
4-6 Months	\$1,000
7-9 Months	\$1,500
Full Year	\$2,000

**ADDITIONAL FEES (Applies to Classes 1, 2, and 3)**

Kitchen (Cooking/washing area)	\$150 per day (0-12 hours)
Field Lights	\$50 per event per day
Custodial/Maintenance Utilities	\$25 per day or \$250 per season
Equipment	\$25 per event per building (TV, DVD, Projector, etc.)
Audio Visual Technical Assistance	\$25 per hour
Extraordinary Setup	\$25 per hour (\$25 minimum charge)

1. School sponsored events will have the first opportunity to reserve facilities in every circumstance.
2. In the event of conflict in scheduling, school sponsored events take precedence.
3. Final fee is based upon necessary additional fees as determined by the district.

All groups will be charged \$35.00/hour if custodial services are needed. Fees may include but not limited to: emptying trash cans, sweeping, mopping floors, and wiping off surfaces.

**FEES Worksheet  
(For District Use Only)**

<b>Basic Fee</b>	\$
<b>Kitchen</b>	\$
<b>Field Lights</b>	\$
<b>Custodial</b>	\$
<b>Equipment</b>	\$
<b>Audio-Visual</b>	\$
<b>Setup</b>	\$
<b>Misc. Fees</b>	\$
<b>Total Fee</b>	\$

**FEES:** What are the fees associated with recreational use?

The school district believes that adults should help bear the financial burden of upkeep of recreational facilities. Additionally, the district feels that users from outside our school district should bear an increased burden. In the past the process of paying was both vague and sporadic. Hence, we will now follow these rules:

1. Each group or individual must pay prior to involvement in any activity. These monies will be collected by a designee of the school district.
2. The full fee must be paid before recreational use. This eliminates the problem of people that show up one week and then are not present the next. By paying the full amount in advance it is the user's loss, not the district's, if a participant does not show up to participate.
3. FEE SCHEDULE (per year)

**ALL FEES AND DEPOSITS MUST BE PAID IN ADVANCE TO BEING PLACED IN THE CALENDAR.**

I hereby certify, on behalf of my organization, that I shall be personally and severally responsible for any damage or unnecessary abuse of school buildings, grounds or equipment growing out of occupancy of said premises of our organization. We agree to abide by and enforce the rules and regulations of the Darby School District governing the non-school use of buildings, grounds and equipment, as printed on the reverse of this form. We hereby agree to hold Darby School District harmless for any claims arising on the premises at the time of our occupancy of the same or arising out of the event held by us.

Signature of Applicant	Date:
Signature of Administrator	Date:
Signature of Maintenance Director	Date:
	Total Charge:

**INSURANCE REQUIREMENTS FOR FACILITY USE PERMIT**

The user of the facility shall provide DARBY SCHOOL DISTRICT with a certificate of insurance. Said certificate shall name DARBY SCHOOL DISTRICT as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person of damage to or loss of property arising out of or in any way resulting from the described use of the facility. Said insurance shall provide for an amount not less than \$1,000,000 for all bodily injuries and death resulting from any one accident, and \$1,000,000 for property damage in any one accident of the policy may provide a combined single limit for bodily injury and property damage of \$1,000,00. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving DARBY SCHOOL DISTRICT a written notice at least 10 days before the effective date of the cancellation or nonrenewal.

School Use Only

Insurance Required? Yes \_\_\_ No \_\_\_      Facility Use Fee \_\_\_\_\_

Hold Harmless Agreement Signed by Parents on File? Yes \_\_\_ No \_\_\_

Application: Approved \_\_\_ Denied \_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_