

FACILITIES/EQUIPMENT USE AGREEMENT

The West Central School District believes it is a privilege to use the facilities in the School District. All facilities should be taken care of while in use. Failure to do so may result in the loss of privileges by a group to use the school's facilities.

I, the undersigned resigned responsible person, hereby agrees to the following conditions when using the West Central School District facilities/equipment:

Please note the guidelines below and share the expectations with the individuals and families participating with your group.

1. No Double Booking (2 different adults sign up for times for the same group)
2. Doors can NOT be propped open.
 - a. When your group is finished, make sure all entries are closed
3. Clean up after yourself and the team
 - a. Pick up any clothing/gear left behind
 - b. Pick up any garbage
 - c. Sweep the floors (brooms and dustpans are hanging on the wall)
 - d. Equipment used by the group should be returned to its storage area in an organized manner
 - e. Lights are turned off to the areas used by the group
4. Do not allow students or adults to sit or climb on bleachers when they are in the storage position.
5. Humboldt Elementary Gym - Do NOT lower the hoops for any reason.
6. While using the facilities, you are responsible for the individuals in your group, but also those observing your time.
 - a. If people are in the building, they should either be participating, watching, or asked to leave.
 - b. Unsupervised children should be addressed with the parents.
 - c. The supervisor of the group may need to inform individuals not participating that they need to leave the building.
7. Participants should bring their activity specific footwear/shoes with them to change into. Street shoes worn on the court will dirty the floor and damage the finish.
8. The group is signed up to use a specific part of the school. Outside of the restroom area, all members of the group should remain in their assigned area. Restrooms should be checked at the end of use for any clean-up needed.
9. On a day when the school is closed due to weather, either closed all day or an early dismissal, there will be NO school facilities used. All scheduled groups will be cancelled for that day.
10. Prohibit tobacco products and alcoholic beverages in the building and on school grounds.
11. Do NOT permit anyone to go into student desks or other personal or school related materials not provided for herein (I.E. locker rooms, lockers, desks, etc.).
12. Accept financial responsibility for any damages, broken or missing materials that occur during use of facility.
13. Report any problems to the building custodian, facilities coordinator, or Activities Director immediately.
14. Do NOT permit parking on sidewalks or other non-parking areas.

Note: Our school activities will take precedence over outside groups. Occasionally, those activities will run past 6:00. Please be patient while they complete their events. Your time will still end at its scheduled time if another group has the gym space reserved after your group.

The School District will not be held liable for any accidents, personal injury or other situations of a similar nature that occur as a result of use of school facilities or equipment by the responsible party and/or others associated with the use of facilities or equipment as per this agreement.

West Central Facility Usage Agreement

Name of Group: _____

Description of Group: _____

Supervisor, Coach, or Responsible Party: _____

Phone Number: _____ Email Address: _____

Dates Requesting: _____

Time Requesting: _____

Facility Area Requesting: _____

School Equipment Needed: _____

Additional Information: _____

Fees:

Key Card Deposit:	_____
Rental Fee:	_____
Custodial Fee:	_____
Kitchen Personnel Fee:	_____
Total:	_____

By signing this, I understand that the School District will not be held liable for any accidents, personal injury or other situations of a similar nature that occur as a result of use of the school facilities or equipment by the responsible party and/or others associated with the use of facilities or equipment as per this agreement.

I agree as the responsible party to the above conditions and may be contacted if any questions arise or problems occur relative to the use of the facility and/or equipment and accept responsibility for carrying out this agreement.

Signature of Responsible Party

Date

Signature of Facility Coordinator

Date

Signature of Activities Director

Date

For Office Use Only:

Key Card Number Issued:	_____
Key Card Returned:	_____
Custodial Help Hours:	_____
Kitchen Help Hours:	_____

Deposit Paid:	_____
Deposit Returned:	_____
Rental Fee:	_____
Billed on:	_____

Policy:

Adopted: 05/12/1997

Revised: 07/2005, 10/10/2011, 01/12/2015, 09/11/2023