

**SHEPHERD PUBLIC SCHOOLS
AGREEMENT FOR USE OF SCHOOL DISTRICT #37
BUILDING AND EQUIPMENT**

*****YOU MUST GET A KEY FROM CENTRAL ADMINISTRATION. THERE IS
A \$10.00 DEPOSIT, REFUNDABLE UPON RETURN OF KEY*****

Today's Date _____ **(10 DAY NOTICE REQUIRED)**

Name of Individual or group _____ Profit _____ Non Profit _____

Name of individual responsible _____

Purpose of request for use _____

Address _____ City _____ State _____ Zip Code _____

Telephone _____ Cell _____

E-mail Address _____

Date building or equipment is to be used: *(Valid for 30 days, a new building request MUST be renewed monthly)*

Beginning Date _____ End Date _____

Days of the Week _____

Time _____

BUILDINGS AND ROOMS REQUESTED *(Valid for 30 days, a new building request MUST be renewed monthly)*

High School: Multipurpose Room _____ Stage _____ Piano _____ Speakers _____
Gym _____ Locker Rooms _____ Boys _____ Girls _____
Classrooms (state which ones) _____
Equipment Requested _____

Jr. High School: Gym _____ Locker Rooms _____ Boys _____ Girls _____
Classrooms (State which ones) _____
Equipment Requested _____

Elem. School: Multipurpose Room _____ Kitchen _____
Kitchen equipment requested _____
Classrooms (State which ones) _____
Equipment Requested _____

Grounds: State Area _____

Administration Board Room: _____

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.
6. Facility must be cleaned when done. If not, the organization or individual will be required to hire Shepherd School District Custodians to clean the facility at additional charges.
7. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Rent and Deposit

For Profit Rental: The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum based on head count of participants and spectators: _____ 0-100 (free) _____ 101-500 (\$250) _____ 500 + (\$500). This shall be due within 30 days after the event.

A refundable deposit in the sum of \$250 is due upon the submission of this request. This deposit will be held until the rental payment is submitted and all terms of agreement are met (ie. repair/replacement of any damages, cleaning of the facility).

Non Profit Rental: Any event in which absolutely no proceeds are made. The District will charge no fees, except for special service if needed and provided by the District. This shall be due within 30 days after the event.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of Shepherd School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release Shepherd School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of Shepherd School District.

Insurance

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

Non-Discrimination

The District will consider requests for use of district facilities for political purposes and activity in accordance with Montana law. The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District's Rights

The District reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes.

Conditions: The applicant will be responsible for any damage to equipment, building and grounds. All areas are to be maintained and clean before departure.

AGREEMENT: I, _____ representing _____
Hereby make request for use of buildings and equipment listed above and agree to the conditions stated.

Approval _____
Building Principal/AD

Date _____

Approval _____
Superintendent

Date _____

Revised On: February 14, 2018