

**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 / Group _____ Profit _____ Non-Profit _____

Name of Individual Responsible _____

Purpose of Request Use _____

Address _____

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)*

Start Date _____ End Date _____

Days of the Week _____

Time _____

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

High School: Gym _____ Locker Rooms _____ Boys _____ Girls _____

Multi-Purpose Room _____ Stage _____ Piano _____ Speakers _____

Classrooms *(state which room needed)* _____

Equipment Requested _____

Jr. High School: Gym _____ Locker Rooms _____ Boys _____ Girls _____

Stage _____ Piano _____ Speakers _____

Classrooms *(State which room needed)* _____

Equipment Requested _____

Elem. School: Multi-Purpose Room _____ Kitchen _____

Kitchen equipment requested _____

Classrooms *(state which room needed)* _____

Equipment requested _____

Grounds: State area requested _____

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. Facility needs to be cleaned when done, if not organization or individual will be required to hire Shepherd School District Custodians to clean before any additional use requests will be granted.

Rent and Deposit

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 of \$ _____, and this shall be due _____ days in advance. 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.

Insurance and 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.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than One Million Dollars (\$1,000,000) 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.

Non-Discrimination

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 cleaned 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 _____

