

Provo City School District
Policy Series 6000 Finances and Operations

6810 F1

Request for Use of School Facilities

RENTAL APPLICATION <i>Make sure application is legible</i>								
Name of applicant:					Date:			
Address:					School:			
Cell Phone:			Business Phone:		Email Address:			
Facilities to be used by:					Number of Persons:			
Type of Activity:								
Area(s) or Room (s) requested	Date(s) requested mo/dy/yr	Start time	End Time	Total hours	a - Facility Rental fee per hour	b -Staff fee per hour	c - Other fees per hour	d -Add (a)+(b)+(c)
1					\$	\$	\$	\$
2					\$	\$	\$	\$
3					\$	\$	\$	\$
4					\$	\$	\$	\$
5					\$	\$	\$	\$
6					\$	\$	\$	\$
Total charge for use of facilities as described above (<i>multiply (d) x total hours</i>)								\$
Signature of applicant, principal, and/or District Administrator are required								
Applicant's Name: _____ Applicant's Signature: _____ Method of Payment: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/>					Insurance \$1,000,000 PRIMARY per occurrence and \$3,000,000 AGGREGATE LIABILITY insurance is required. "School Name and Provo School District" should be listed as "Additional Insured" on a primary/non-contributory basis. Amendments, Endorsement Changes and Exclusions will void this contract. Insurance Company: _____ Policy Holder: _____ <input type="checkbox"/> I have attached a copy of insurance Policy			
Principal's Approval					District Administrator's Approval			
School Administrator's Signature			Date		District Representative Signature			Date
Read and sign the Indemnity Agreement on the second page								
Payment: For Grandview or Westridge Elementary, make checks payable to Provo School District and submit payments to District Facilities Office. For all other schools, make checks payable to the corresponding school and submit payment to the School Office. Principals should fill out Building Rental timecard –program 725- for all labor costs and submit to Jeff Hawkins for approval at District Office, Facilities and Maintenance Department								
TO BE COMPLETED BY PRINCIPAL OR PROVO SCHOOL DISTRICT REPRESENTATIVE Security has been arranged <input type="checkbox"/>								

**Building Rental
Indemnity Agreement**

In consideration of the permission and license to use the school facilities set forth in the attached Request for Use of School Facilities, the applicant hereby agrees to pay the total rental fee and total staff charge and other applicable fees set forth in the attached Request for Use of School Facilities for the amount of time during which the school facilities are actually used.

It is expressly agreed and understood that all applicable governmental laws and ordinances and all rules and regulations of the Board of Education of the Provo School District shall be complied with fully and strictly by applicant and by all persons attending the function, meeting or activity for which the attached Request for Use of School Facilities is made, and that applicant shall exercise all necessary supervision to assure compliance with such governmental laws and ordinances and all rules and regulations of the Board of Education of the Provo School District, and that the use of alcohol, tobacco or illegal drugs in any form WILL NOT BE PERMITTED on the school facilities: and that the applicant and all persons attending the function, meeting or activity for which the attached Request for Use of School Facilities is made shall confine themselves to the area and school facilities specified in this Request for Use of School Facilities or on property appurtenant to the school facilities without the prior express written permission of the Board of Education of the Provo School District.

The Board of Education of the Provo School District and its members, officers, employees, and agents, assume no liability arising out of the rental or use of the school facilities by applicant or by the parties for whom this Request for Use of School Facilities is made, or by any persons attending the function, meeting or activity, nor for any failure of such party or parties to obtain the necessary licenses or permits, nor for any violation of any such party or parties of any applicable laws and ordinances. The applicant and all of applicant's officers, directors, employees and associates agree to assume full and complete responsibility and liability for any meeting, function or activity conducted on the school facilities pursuant to this Request for Use of School Facilities. The Board of Education of the Provo School District and its members, officers, employees and agents shall not be liable for any damage or injury to any person or property occurring during the use of school facilities under this application. The applicant agrees to have an active liability insurance policy. \$1,000,000.00 PRIMARY per occurrence and \$3,000,000.00 AGGREGATE LIABILITY insurance is required. "School Name" and Provo School District should be listed as "Additional Insured" on a primary/non-contributory basis. The applicant and its officers, directors, and employees agree to protect, indemnify and HOLD the Board of Education of the Provo School District, together with its officers, directors, employees, representatives and agents, FREE AND HARMLESS FROM AND AGAINST ANY AND ALL losses, claims, liens, demands, and causes of action of every kind and character arising in favor of any third party, including governmental agencies or bodies, on account of claims, debts, personal injuries, death or damages to property (including property of the Board of Education of the Provo School District).

The applicant and its officers, directors, employees and associates hereby agree to promptly pay to the Board of Education of the Provo School District just compensation for any damage, injury or destruction to any school property, including the school facilities, caused by applicant or any of applicant's officers, directors, employees, representatives and agents or by any person or persons attending the meeting, function or activity for which this Request for Use of School Facilities is made.

By: _____

Name of Applicant: _____

Title: _____

Provo School District Facility Rental Price Schedule

Deposit: 50% of total estimated cost due within 7 days prior to event.	Category I	Category II	Category III	Category IV	Category V
	School/District Educational Use Only	Political Party/ County/ Municipality	Extended Use 2+ Days in a School Semester	Candidates/ Not-for Profit/ Non Commercial Organizations	Commercial Organizations
Personnel:					
Contract Employees	By Agreement	\$48 /hr	\$48 /hr	\$48 /hr	\$48 /hr
Supervision	By Agreement	\$15 /hr	\$15 /hr	\$15 /hr	\$15 /hr
Auditoriums					
Timpview High	n/c	n/c	\$100/hr	\$200/hr	\$300/hr
Provo High	n/c	n/c	\$100/hr	\$200/hr	\$300/hr
Centennial	n/c	n/c	\$75/hr	\$100/hr	\$200/hr
Dixon	n/c	n/c	\$75/hr	\$100/hr	\$200/hr
Cafeterias					
School Cafeteriums Elementaries	n/c	n/c	\$25/hr	\$50/hr	\$100/hr
Kitchens <i>*see #3</i>	\$20/hr	\$20/hr	\$25/hr	\$50/hr	\$100/hr
Secondary Schools	n/c	n/c	\$40/hr	\$75/hr	150/hr
High Schools	n/c	n/c	\$60/hr	\$125/hr	\$250/hr
Gymnasiums					
JR High Gyms	n/c	n/c	\$50/hr	\$100/hr	\$200/hr
SR High Gyms	n/c	n/c	\$60/hr	\$125/hr	\$250/hr
Rooms and Large Meeting Space					
Multipurpose Rooms	n/c	n/c	\$25/hr	\$50/hr	\$100/hr
Dance/Wrestling Rooms	n/c	n/c	\$50/hr	\$100/hr	\$200/hr
Standard Classrooms	n/c	n/c	\$25/hr	\$25/hr	\$50/hr
Commons Areas	n/c	n/c	\$20/hr	\$40/hr	\$80/hr
Field/ Athletic Stadiums					
Football Stadium with artificial turf surface	n/c	\$100/hr	\$150/hr	\$200/hr	\$350/hr
Press box, Score Board, PA system <i>*see #2</i>	n/c	n/c	\$5/hr	\$10/hr	\$20/hr
Lighting for Stadiums	n/c	Add \$100/hr	Add \$100/hr	Add \$100/hr	Add \$100/hr
High School softball Fields	n/c	n/c	\$25/hr	\$50/hr	\$100/hr
High School baseball fields	n/c	n/c	\$25/hr	\$70/hr	\$125/hr
Soccer Fields Secondary and Elementary schools	n/c	n/c	\$15/hr Youth League \$25/ hr Adult League	\$50/hr	\$100/hr
Tennis courts	n/c	n/c	\$20/hr	\$15/hr	\$25/hr
Green multi-use playing areas/fields/parking lots	n/c	n/c	\$10/hr	\$15/hr	\$20/hr
District Office					
Professional Dev. Center	n/c	n/c	\$50/hr	\$100/hr	\$120/hr
Room 33	n/c	n/c	\$25/hr	\$75/hr	\$100/hr
Grandview Learning Center					
Meeting room 1	n/c	n/c	\$25/hr	\$50/hr	\$100/hr
Meeting room 2	n/c	n/c	\$25/hr	\$50/hr	\$100/hr

Insurance -\$1,000,000 Primary Liability per occurrence and \$3,000,000 Aggregate Liability insurance is required.

School Name (of intended use) and **Provo School District** should be listed as “Additional Insured” on a primary/noncontributory basis. You can contact any insurance carrier for this policy.

- Damages to any District Facility will be borne by the renting party.
 - Renting any equipment is at the principal’s discretion and the cost of such rentals will be added to the rental price as per agreement.
 - Computers, lab equipment, shop equipment, and maintenance equipment shall not be rented.
 - Snow removal will be additional cost when rental supervisor calls on district maintenance for snow removal.
1. Rentals on non-school days and after hours, i.e. Saturdays, Sundays, after school day, and major holidays will incur a facility impact fee of \$25/hr (impact fee not to exceed \$125 per day).
 2. Rentals during summer break (June, July, and August) will incur in Air Conditioning impact fee of \$25/hr for each hour the A/C is in use. The A/C impact fee applies to Auditoriums, Cafeterias, and Gymnasiums, Large Area Classrooms and/or blocks of classrooms.
 3. Scoreboards, electronics, sound systems, kitchen equipment, and such must be operated by, or under the supervision of a District employee.
 4. Non-Profit Organizations must provide an IRS 501 (C) (3) letter of determination.

