

# Provo City School District

## Policy Series 6000 Finances and Operations

6810 P1

### Provo School District Facility Rental Procedure

- I. Complete the Request for Use of Provo School District Facilities form 6810 F1.
  - a. See Rental Price Schedule at the end of this procedure.
- II. Sign the Indemnity Agreement (pg 2 of form 6810 F1).
- III. Insurance
  - a. Attach a copy of your insurance policy (insurance from Risk Retention Group will not be accepted). Insurance Requirements are:
    - \$1,000,000 Primary per occurrence and \$3,000,000 Aggregate Liability.
    - Must include bystanders and participants.
    - The School name (of intended use) and Provo City School District must be listed as “Additional Insured” on a primary/non-contributory basis.
  - b. For rental of Grandview or Westridge Elementary, submit forms and insurance information by email to IriadnaL@provo.edu, or fax to 801-370-4618, or bring to Provo School District Facilities Office located at 940 N 280 W, Provo.
  - c. For any other schools or fields, contact the school directly.
- IV. Reservations
  - a. Scheduling will be on a first come, first serve basis. School District events will take precedence.
  - b. The Provo City School District reserves the right to decline a reservation to any organization for any reason.
  - c. The Provo City School District further reserves the right to close any and all fields due to safety, weather conditions, etc. To reschedule the field, the renter is responsible to contact the building rep with whom they signed the original rental contract.
  - d. Reservations may be made up to seven months in advance.
  - e. Use fee and damage deposit are to be paid prior to use and received in the Provo City School District Facilities office. **The reservation is not confirmed until the fee is received.**
  - f. Deposit amount is 50% of total anticipated cost stated on the agreement. (A one-time damage deposit will be held, at Provo School District, for a continued weekly use.)
- V. Cancellations
  - a. If a cancellation notice is received within at least three (3) business days prior to the date of scheduled use, a full refund of both the use fee and deposit will be given.

- b. If less than three (3) business days cancellation notice is given, a \$25 fee or 10% of total estimated cost (whichever is greater) will be charged.

## VI. Guidelines

- a. The rented facility must be returned to its original condition after use.
- b. The damage deposit will be returned (within seven (7) working days after use) by the Business office if the facility is found to be clean and free of damage. The renter will be notified within three (3) business days if there was damage or cleaning issues.
- c. The Provo City School District will open and close the facility at times designated on the contract.
- d. FOOD: Refreshments are allowed. District facility rental does not provide nor serve food or refreshments. Child Nutrition may be contacted at 801-221-9397 for separate arrangements for providing food and refreshments.
- e. NO ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages on or in the Provo School District Conference Rooms, parking lot or on or in any other Provo School District Premise.
- f. Cleaning check list:
  - Sweep/vacuum floor in event areas before leaving.
  - Wash food or other spills off of the floor.
  - Wipe up any spills in sink, counter tops, tables, chairs and refrigerator when finished using.
  - Clean restrooms as needed.
  - Put all litter in trash cans and empty them in outside dumpster. (Renter will be billed for any cleaning services provided by our district staff after the scheduled event.)

## Provo School District Facility Rental Price Schedule

Deposit: 50% of total estimated cost due within 7 days <b>prior</b> 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
<b>Personnel:</b>					
Contract Employees	By Agreement	\$48 /hr	\$48 /hr	\$48 /hr	\$48 /hr
Supervision	By Agreement	\$15 /hr	\$15 /hr	\$15 /hr	\$15 /hr
<b>Auditoriums</b>					
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
<b>Cafeterias</b>					
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
<b>Gymnasiums</b>					
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
<b>Rooms and Large Meeting Space</b>					
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
<b>Field/ Athletic Stadiums</b>					
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
<b>District Office</b>					
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
<b>Grandview Learning Center</b>					
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/non contributory 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, 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.

## EXCLUSION

### (Hazardous Activities)

There is no coverage for bodily injury sustained by any person while practicing for or taking part in any Hazardous activity. This exclusion is consistent with our Excess Policy and the Special Events Policy provided by the State's current broker.

\* The only exception is when the activity designated by the asterisk arises from higher education curriculum or with prior written approval by the State Risk Manager.

*Hazardous activity means:*

- Aircraft/balloon events
- Body piercing
- Bounce houses, inflatable play structures
- Bungee jumping
- On-site circuses and carnivals
- Hang gliding
- White-water kayaking, rafting and canoeing\*
- Mechanical amusement devices (bulls)
- Motorcycle riding
- Motorized sporting events
- Mountain/rock climbing; outdoor walls \*
- Parachuting
- Parasailing
- Professional sporting activities
- Racing-land vehicle, aircraft, watercraft
- Rap/heavy metal concerts
- On-site riding on amusement rides
- Rodeos/roping events (including practice) \*
- Scuba diving
- Skateboarding
- Skydiving
- Stage diving
- Tattooing
- Tractor/Truck pulls

Other terms

All other terms of your policy remain the same.