

Welcome to Provo School District's Facility Rental Guide web page. Following these guidelines will help answer your related questions and assist you in determining your needs and costs.

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" must be listed as "Additional Insured" on a primary/non contributory basis. You can contact any insurance carrier for this policy.

General Guidelines:

There are certain personnel requirements and related costs for facility rentals. The specific needs will be determined by the local school, based on the specifics of your rental. Rental Supervisors, Custodians, Security, Booth Technicians, and Kitchen help all are \$48 per hour and student helpers are \$15 per hour.

- Rentals on non-school days, i.e. Saturdays, Sundays, and major holidays will incur a facility impact fee of \$20/hour (impact fee not to exceed \$125 per day).
- Rentals during summer break (June, July, and August) will incur an Air Conditioning impact fee of \$25/hour 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).
- Once you have been able to "shop" for your location and space, contact the school directly to start the rental process. For Grandview Buildings and District Office conference rooms contact District Facilities at 801-374-4800 x4922.
- Rental forms are linked to this page for your convenience, you may print and take these to the school you wish to rent space from.
- Specific questions which relate to a school site are best answered by the contact person at the school listed on the Provo School District Website at www.provo.edu/.

If you have other questions or need assistance you are invited to contact us at **801-374-4922**. We will be happy to assist you.