

RENTAL PERMIT

Make sure application is legible

Name of Applicant:	Date:
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Address:

Email:

Cell Phone:	Business Phone:
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Location Requested:	Type of Activity:
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Facilities to be Used by:	Number of Persons:
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Area(s) or Room(s) Requested	Date(s) Requested (mm/dd/yr)	Start Time	End Time	Total Hours	a- Facility Rental Fee per hour	b- Staff Fee per hour	c- Other Fees per hour	d- TOTAL Add (a)+(b)+(c)
1					\$	\$	\$	\$
2					\$	\$	\$	\$
3					\$	\$	\$	\$
4					\$	\$	\$	\$
5					\$	\$	\$	\$
6					\$	\$	\$	\$

Gran Total charge for use of facilities as described above <i>(multiply (d) x total hours)</i>	\$
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Signature of Applicant, Principal, and/or District Administrator are required

<p>Method of Payment:</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card</p> <p>Applicant Name: _____</p> <p>Applicant Signature: _____</p> <p><i>The applicant agrees to pay the above fees and charges for the use of said facilities. Failure to remit fees on time may result in applicant losing access to facilities.</i></p> <p>Received By: _____ Date: _____</p>	<p>Insurance \$1,000,000.00 PRIMARY per occurrence and \$3,000,000.00 AGGREGATE LIABILITY insurance is REQUIRED. "School Name & Provo School District" should be listed as "Additional Insured" on a primary/non-contributory basis. Amendments, Endorsement Changes and Exclusions will void this contract.</p> <p>Insurance Company: _____</p> <p>Policy Holder: _____</p> <p><input type="checkbox"/> I have attached a copy of the insurance policy</p>
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<i>Principal's Approval</i>	<i>Date</i>	<i>District Administrator's Approval</i>	<i>Date</i>
Payment: Make checks payable to Provo School District and submit payments to the District Facilities Office.			

**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

Rental Price Schedule is based on regular building operating hours ²	Category I	Category II	Category III	Category IV
	Political Party/ County/ Municipality	School Related Activities	Non-Profit/Charitable Organizations ⁵	Commercial Use
Personnel:				
Contract Employees	\$48 /hr	\$48 /hr ¹	\$48 /hr	\$48 /hr
Student Technician	\$15/hr	\$15/hr	\$15/hr	\$15/hr
Auditoriums				
Timpview High	n/c	\$75/hr	\$75/hr	\$200/hr
Provo High	n/c	\$75/hr	\$75/hr	\$200/hr
Centennial	n/c	\$50/hr	\$50/hr	\$150/hr
Shoreline	n/c	\$50/hr	\$50/hr	\$150/hr
Gymnasiums/Cafetorium³				
Elementary Schools	n/c	\$30/hr	\$50/hr	\$150/hr
JR High Gyms	n/c	\$45/hr	\$100/hr	\$200/hr
High School Gyms	n/c	\$60/hr	\$125/hr	\$250/hr
Rooms and Large Meeting Space³				
Multipurpose Rooms	n/c	\$25/hr	\$50/hr	\$100/hr
Dance/Wrestling Rooms	n/c	\$50/hr	\$100/hr	\$200/hr
Standard Classrooms	n/c	\$25/hr	\$25/hr	\$50/hr
Commons Areas	n/c	\$20/hr	\$40/hr	\$100/hr
Field/ Athletic Stadiums				
Football Stadium with artificial turf surface	\$100/hr	\$100/hr	\$100/hr	\$350/hr
Press box, Score Board, PA system ⁴	\$50/hr	\$50/hr	\$50/hr	\$100/hr
Lighting for Stadiums ⁴	Add \$50/hr	Add \$50/hr	Add \$50/hr	Add \$100/hr
High School softball Fields	n/c	\$25/hr	\$50/hr	\$125/hr
High School baseball fields	n/c	\$25/hr	\$70/hr	\$150/hr
Soccer Fields Secondary and Elementary	n/c	\$15/hr Youth League \$25/ hr Adult League	\$50/hr	\$125/hr
Tennis courts	n/c	\$15/hr	\$15/hr	\$50/hr
Green multi-use playing areas/fields/parking lots	n/c	\$10/hr	\$15/hr	\$20/hr
District Office				
Professional Development Center	n/c	\$40/hr	\$75/hr	\$120/hr
Grandview				
Learning Center with Stage	n/c	\$40/hr	\$75/hr	\$120/hr
Conference Room	n/c	\$25/hr	\$25/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.
- Computers, lab equipment, shop equipment, and maintenance equipment shall not be rented.

- Snow removal will be an additional cost when the rental supervisor calls on district maintenance for snow removal.
1. Contract Employee rate may be reduced with prior agreement. Contracted employees include, but not limited to, custodians, AV technicians, and administrative staff.
 2. Rentals outside of normal operating hours or on non-school days, will incur a facility impact fee of \$25/hr (fee not to exceed \$125 per day), and additional personnel fees. Normal hours of operation are as follows:
Elementary & Middle Schools 8am-5pm / High Schools 8am-10pm
 3. Rentals during summer break (June, July, and August) will incur an 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.
 4. A District employee must be hired to operate scoreboards, electronics, sound systems, lighting equipment, and any other district owned equipment. NO EXCEPTIONS
 5. Non-Profit Organizations must provide an IRS 501 (C) (3) letter of determination.