

## **South Royalton School Building / Grounds Use Contract**

### **Policy Statement**

South Royalton School has a proud history of community support and involvement. We consider our buildings and grounds a community resource, funded by tax dollars, and we welcome the use of our facilities for activities that benefit the community. We also recognize that our primary mission is to educate students and we must serve, first and foremost, as good stewards of our facilities to maintain the safest and best learning environment for our children. As a tax-supported governmental agency, the school is not in a position to subsidize community-based clubs, non-profit organizations or commercial enterprises. Therefore, the school district must charge, as nearly as possible, the actual cost for the use of the school facilities. It is understood that use by outside organizations will not interfere with educational programs and priority must be given to school sponsored activities or programs. Commercial groups or organizations seeking the use of the school buildings and grounds will be charged a higher rate than community-based non-profit organizations.

### **CLASSIFICATION OF USE:**

#### Group I

School-related student activities, teacher groups, school-sponsored organizations and recognized school affiliates (such as; Booster Club or the PTO). Organizations such as the South Royalton Recreation Department which further education or contribute directly to education or fundraising for the South Royalton School

#### Group II

Town Government, or other agencies of state or local government; non-profit community organizations that serve the Royalton Community, private functions

#### Group III

Commercial groups, non-profit organizations, individual for-profit enterprises, and non-South Royalton based organizations

**Rates**

**Group I:** No charge for use of the facility during regularly scheduled staffing hours, but will be charged for any damaged incurred. A \$50 refundable deposit may apply for use of facilities beyond regularly scheduled operating hours.

**Group II:** May be charged \$25/hour for custodial staffing beyond regularly scheduled staffing hours. In addition, a \$50 refundable deposit may apply for use of facilities beyond regularly scheduled operating hours. The expense of police, kitchen personnel, and technical support staff, when applicable, will be borne by the group requesting use of the facility. The group will be charged for any damage incurred.

**Group III:** Will be charged \$35/hour and/or additional fees for staff services. In addition, a \$150 refundable deposit will apply for use of all facilities. The expense of police, additional custodial services, kitchen personnel, and technical support staff, when applicable, will be borne by the group requesting use of the facility. The group will be charged for any damage incurred.

*Name of Group/Organization:* \_\_\_\_\_

*Date(s) Requested:* \_\_\_\_\_

*Time:* from \_\_\_\_\_ to \_\_\_\_\_

*Space requested:* Cafeteria   MS Gym   HS Gym   Library (no food or drink)

FACS Room   G. Rix   Other: \_\_\_\_\_

*Field requested:* Playground   Softball Field   Baseball Field   Hope Field

Other: \_\_\_\_\_

*Equipment Requested:* \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Deposit: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \_\_\_\_\_

Fee: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \_\_\_\_\_

Key Issued: \_\_\_\_\_ Key Returned: \_\_\_\_\_

- ❖ Deposit returned after successfully completing and submitting custodial services checklist and return of key.
- ❖ Fees reflect the use per room.
- ❖ Additional equipment fee may apply.
- ❖ Makes checks payable to South Royalton School.
- ❖ Groups that fall under groups #2 and #3 may be asked to provide a Certificate of Insurance against Liability and Property Damage.

### User Agreement:

1. The Principal or designee may adjust fees and timelines when appropriate.
2. One person 21 years of age or older must represent the organization and must be present for the duration of the event.
3. Social media Advertisements, including banners and flyers, are subject to prior approval by the Principal or designee.
4. The responsible party agrees to maintain order, to ensure all stipulations of this contract are followed, users stay in assigned areas and **supervise minor children at all times**.
5. Fees/Deposit must be paid in advance.
6. Contract must be completed and signed by all parties prior to the date of the event.
7. It is the responsibility of the representative to restore all areas to their pre-existing condition (clean / organized) before leaving. Any area left in unsatisfactory condition will be charged to the user.
8. Repair costs of any damage to school property will be charged to the user.
9. A representative from the school must be present during facilities use, unless the Principal has granted prior approval.
10. Absolutely no alcohol, tobacco, or illegal drugs will be allowed in the school building or on school grounds.
11. If there is a conflict with a South Royalton School group, the school group shall be given priority.
12. No third party use.
13. The responsible party agrees to comply with all school regulations, School Board policies, local fire and safety regulations, and all federal, state, and local laws, regulations, and licensing requirements.

**Organizations that typically have their own infrastructure may be subject to the use of the buildings/grounds on a temporary or limited basis.**

**I, as the responsible party of the above named group am willing to take full responsibility of school property as outlined above and paying specific attention to the following:**

**I agree to hold and indemnify the School District with respect to any claim of loss, injury, or damage because of negligence of the user or the user's employees or agents, including damage to school property for which the School Board is liable. You may be required to show proof of insurance before your group is allowed to use the facility.**

***Violation of any part of this policy may result in revocation of the privilege of using school facilities, equipment, or grounds.***

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
date

