

# Building Rental Packet

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## **Building Rental Packet Introduction**

In an effort to streamline the building rental process for our schools, the following packet has been compiled.

The building administrator should make preliminary classification of use on the building rental application/permit form and add any additional costs for the event in the spaces provided.

The remainder of the packet is to be completed by the renting party and returned to the school along with payment of fees.

The completed packet and payment should be forwarded to the district for final permit issuance after the classification, paperwork and fees are approved.

**GRAND COUNTY SCHOOL DISTRICT  
BUILDING RENTAL APPLICATION/PERMIT**

\_\_\_\_\_ has applied for permission to rent \_\_\_\_\_  
 (Name of Organization or Person--as listed on insurance) (Name of School)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_

The use of the facilities will be for \_\_\_\_\_

**SPECIFIC AREAS REQUESTED**

Sport Field \_\_\_\_\_  Auditorium  Gym  Classroom  Cafeteria  Other \_\_\_\_\_

**TECHNOLOGY REQUESTED**

Wireless  Computers  Projectors  Audio  Other \_\_\_\_\_

**SPECIAL EQUIPMENT REQUESTED**

Microphones  Piano  Tables  Chairs  Other \_\_\_\_\_

Approximately how many people are expected to attend this function? \_\_\_\_\_

The **preliminary** classification of use has been determined to be \_\_\_\_\_ in accordance with District Policy.  
 School Sponsored – Religious – Public Health/Welfare – Interlocal – Non-Profit/Community – Commercial – Government

**Final classification of events shall be at the discretion of the Grand County School District.**

**COSTS**

The costs are calculated as follows:

|                       | <u>Per Hour/Day x # Days/Hours = Subtotal</u> |         |          |
|-----------------------|---|---------|----------|
| Building              | _____   | x _____ | = _____  |
| Student Help          | _____   | x _____ | = _____  |
| Equipment             | _____   | x _____ | = _____  |
| Custodian             | _____   | x _____ | = _____  |
| Other                 | _____   | x _____ | = _____  |
| Additional Personnel* | _____   | x _____ | = _____  |
| <b>TOTAL COST</b>     |   |         | \$ _____ |

The building is to be opened at \_\_\_\_\_ (building manager must be present a half hour before and after rental if not already present at the school). The group or individual understands that there can be no alterations or changing of any equipment without written permission.

*\*At the discretion of the principal/District, additional personnel may be needed for large events, administration or other staff may be assigned and additional charges added. If kitchen is used, Food Service personnel charges will be charged after event and are due within 10 days of invoicing.*

**ACTIVITY SUPERVISORS** (rental day contacts for custodian)

Activity supervisors: 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Telephone # \_\_\_\_\_  
 Alternates if applicable \_\_\_\_\_  
 (Must be available at all times during activity to supervise participants and attendees) please see # 4 of Building Rental General Regulations

Application **MUST** have District approval. Renter will be notified by the school when District approval is obtained and a permit has been issued.

**DOCUMENTS & FEES**

Attach the following:

- \_\_\_\_\_ Certificate of Insurance, listing GCSD as an additional insured for the event.
- \_\_\_\_\_ Indemnification Agreement
- \_\_\_\_\_ Rental Fee (made payable to Grand County School District)
- \_\_\_\_\_ Signed Building Rental General Regulations
- \_\_\_\_\_ Cleaning/Damage Deposit - \$350
- \_\_\_\_\_ Supplies/Materials Deposit (if needed) - \$200
- \_\_\_\_\_ Key Deposit (if approved) - \$300
- \_\_\_\_\_ A/C startup (if necessary) - \$????

The rules and regulations for the use of school facilities have been read and are understood along with all provisions of the rental application/permit.

**RENTER SIGNATURE**

Renter Signature \_\_\_\_\_  
 (Person signing must be 21 years or older)  
 Date \_\_\_\_\_

**DISTRICT APPROVAL**

District Approval \_\_\_\_\_  
 Date \_\_\_\_\_

Properly filled out forms and full rental fee payment must be received by the District no less than ten (10) business days prior to date of rental; twenty days (20) is preferred. All rental applications received less than ten (10) business days prior to date of rental will be assessed a late fee equal to 10% of the rental charge (i.e., \$30 on a \$300 total cost rental).

**FOR DISTRICT USE ONLY:**

Date Application Received \_\_\_\_\_  
 Check # \_\_\_\_\_

## BUILDING RENTAL GENERAL REGULATIONS

1. The request for school facilities shall not interfere or conflict with the educational program.
2. I have read the District Facilities and Grounds Rental Policy (3600).
3. I understand that rentals are for after regular school hours only and school events are given first priority for scheduling. Though the School District does everything possible to avoid cancellations of scheduled rentals, this may occur with notice from the Superintendent, building administrator or his/her designee.
4. I understand that no food or beverages are allowed in the High School auditorium or in the Middle School gym. Otherwise, I agree to follow the individual school's rules regarding food or beverages in the building or on the grounds.
5. I understand the use of drugs, tobacco, alcohol, or other controlled substances in or on school property is strictly prohibited, as are profane language, X-rated or immoral videos, quarreling, fighting or gambling.
6. As renting supervisor, I understand it is my responsibility to see that children and adults are supervised for acceptable public conduct as well as for items mentioned above.
7. I understand that I am responsible for the general clean-up of the rented area immediately after the conclusion of my activity. A custodian may be hired for this work in the rental fee. I will be given guidelines for the lean-up by the Building Manager. (Form: >Custodial Responsibilities Following a Rental Activity / Cleaning Deposit Adjustment=)
8. I agree to pay for damages to the facility resulting from my rental activity or for theft or damage to school property during the period of use.
9. I agree to pay for additional custodial clean-up (paid at individual custodial wage, time and one-half) for any additional cleaning required for my rental.
10. I agree to provide liability insurance.
11. The district assumes no liability for personal injury or property damage. Persons or organizations using any part of school properties are required to obtain public liability insurance; District insurance protects only the District. In some circumstances a rider may be added to an individual's homeowners insurance. Groups or individuals work directly with the vendor to obtain a Certificate of Insurance. The Certificate of Insurance must list Grand County School District as an additional insured.
12. I understand rental paperwork must be completed and submitted to the School District Office at least fourteen (14) days prior to the rental of the facility, and payment of fees must be made no later than five (5) days prior to the rental event or my event will be removed from the school calendar.
13. Renter must provide two adult activity supervisors who will be on the premises during the entire rental period. These renter-designated supervisors shall be responsible to see that all building rental rules, regulations, and laws are adhered to by participants and those attending; any violations will be reported to the school representative who will notify school administration. The adult activity supervisor will be available to resolve any issues that arise during event or may be reported by school representative. (Principal or the Building Rentals Committee may require multiple activity supervisors.) A building manager will be present on school property the entire time period whenever an authorized activity is taking place, will secure the building and will report violations. The District is not responsible for crowd control or any criminal activity that takes place during the building rental.
14. Whenever the rules and regulations have been violated, the school, with the approval of the Superintendent, may revoke the permit to use the facilities and refuse to consider future building rental agreement/permits.
15. All building rental agreements/permits are for specific facilities and hours. It is the responsibility of the applicant to see that unauthorized portions of the properties are not used and the premises are vacated as scheduled.
16. I understand school equipment, materials or furniture are not to be removed from the school buildings.
17. Persons or organizations using school premises, including a stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counter weights system, or switchboard except when under the direct supervision of the designated school employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished with the applications.
18. A food service employee approved by the Director of Food Service must be present any time a kitchen is used.
19. If the event is sufficient in size, an hourly rate may be added to fees for administrative aid, at the discretion of the principal or the Building Rentals Committee. This may be an assistant principal or other administrator. See fee schedule for current rate.

The rules and regulations for the use of school facilities and the rental application permit have been read and are understood.

Renter Signature \_\_\_\_\_ (Must be 21 years or older) Date \_\_\_\_\_

Print Name/Organization \_\_\_\_\_ / \_\_\_\_\_

# GRAND COUNTY SCHOOL DISTRICT

264 SOUTH 400 EAST, MOAB, UT 84532

Phone Number: 435-259-5317

Fax Number: 435-259-6212

## **OUTDOOR FACILITY USE EXPECTATIONS**

Fields will be available on a first-come, first-served basis to groups, city recreation and families at no charge. School sponsored activities will preempt any city or community use.

Teams will be expected to leave the field free of litter and debris. Also, teams and spectators should be courteous and respectful of neighbors including: keeping noise to a minimum and observing reasonable hours of use. As a courtesy, we ask that your team leave a contact name and number with the principal and be respectful of the first-come, first-served policy.

No smoking, drinking, foul language or any other unbecoming behavior is tolerated.

Restroom facilities are not available. When needed, teams should make arrangements to rent portable facilities.

Any damage to the facility or fields should be reported to the school principal. Groups shall abide by all city ordinances including selling products that require a business license.

Priority will be given to the first group on the field.

If the field must be guaranteed for use, the team representative must fill out a building rental application and provide all documentation and pay the required fees before the event. Depending on the length and duration of use, the rental fee for guaranteed use is determined by the Building Rental Committee. If expectations are not met, teams may lose the privilege of utilizing outdoor facilities.

GRAND COUNTY SCHOOL DISTRICT  
INDEMNITY AGREEMENT

Indemnity

I, the undersigned, on behalf of myself and my organization/group/company, undertake and agree to indemnify, hold harmless and at the option of the Grand County School District (the "District"), defend the District and any and all of its Board, officers, directors, agents, representatives, employees, assigns, affiliates, and successors in interest from and against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, Liabilities or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any of my or my organization's/group's/company's/persons, employees, agents, and volunteers, or damage or destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of any District facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the District's facilities and property except for the sole negligence of the District, or its Board, officers, agents, representatives or employees.

Insurance

I shall furnish evidence of the following coverage to the District prior to the commencement of the utilization of the facilities and/or property:

General Liability Insurance: evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar (\$1,000,000) general aggregate limit. Evidence of requested insurance should clearly show the District as an additional insured.

Signature

I, for and on behalf of my organization/group/company, have carefully read and understand the contents of the foregoing language, and I and my organization/group/company specifically understand and intend it to cover any and all use of the Grand County School District's facilities and property by employees, volunteers, patrons, residents, and all others authorized by me or my organization/group/company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

## GCSD Building Rental Fees

|  | Hourly Rate 1<br>School – Government -<br>Public Health/Welfare –<br>Interlocal | Hourly Rate 2<br>Non-<br>Profit/Community | Hourly Rate 3<br>Commercial | Daily Rate<br>(6+ hours)<br>Commercial |
|--|---|---|-----------------------------|--|
| Auditorium<br>(one microphone, podium, house lights) | No Charge   | \$40                                      | \$120                       | \$720                                  |
| Stage Sound<br>(requires tech)                       | No Charge   | \$15                                      | \$45                        | \$280                                  |
| Stage Lights<br>(requires tech)                      | No Charge   | \$15                                      | \$45                        | \$280                                  |
| HS Gym   | No Charge   | \$30                                      | \$90                        | \$540                                  |
| MS Gym   | No Charge   | \$20                                      | \$60                        | \$360                                  |
| Outside Fields                                       | No Charge   | \$20                                      | \$60                        | \$360                                  |
| Football Lights                                      | No Charge   | \$15                                      | \$45                        | \$270                                  |
| Commons/Multi-purpose Rooms                          | No Charge   | \$20                                      | \$60                        | \$360                                  |
| Kitchen (requires food service employee)             | No Charge   | \$30                                      | \$90                        | \$540                                  |
| Classroom  | No Charge   | \$10                                      | \$30                        | \$180                                  |
| Additional School Equipment/Furniture<br>requested   | No Charge   | \$5                                       | \$15                        | \$90                                   |

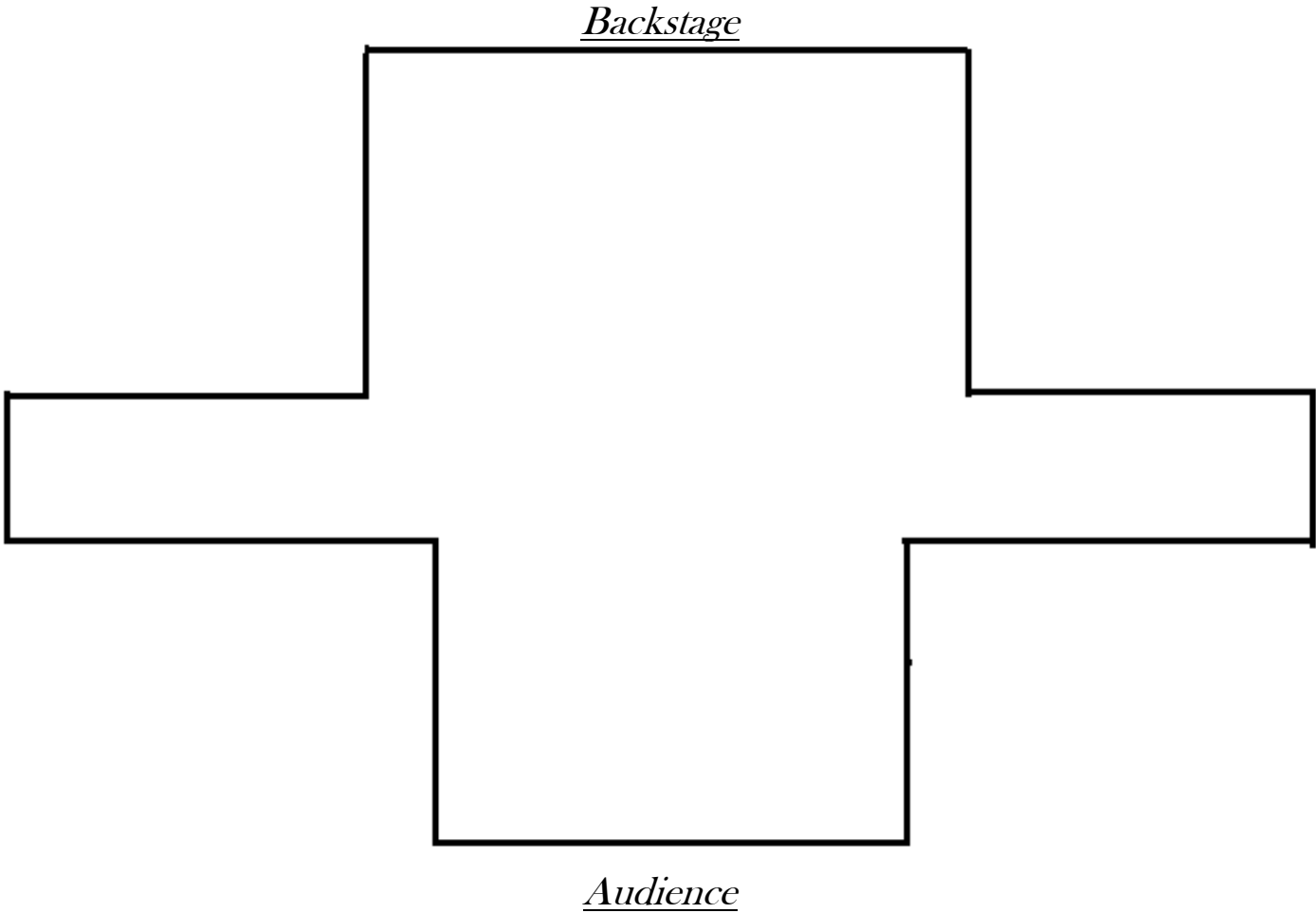
## GCSD Personnel Rates

|   | Hourly Rate 1 | Hourly Rate 2 | Hourly Rate 3 | Daily Rate<br>(6+ hours) |
|---|---------------|---------------|---------------|--------------------------|
| Building Manager<br>(At least ½ hour before and ½ hour after for initial<br>and final walk-through) | \$25          | \$25          | \$25          | n/a                      |
| Custodian   | \$25          | \$25          | \$25          | n/a                      |
| Food Service Employee   | \$25          | \$25          | \$25          | n/a                      |
| Drama Teacher/Designee<br>(as needed by lighting/sound requests)                                    | \$25          | \$25          | \$25          | n/a                      |
| Student Tech  | \$10          | \$10          | \$10          | n/a                      |
| Maintenance   | \$25          | \$25          | \$25          | n/a                      |
| Other (Principal, Officer, Teacher, etc.)   | Hourly rate   | Hourly rate   | Hourly rate   | n/a                      |

## Other Fees

|   |   |
|---|---|
| Additional Light Colors in auditorium       | \$3/light/color                                 |
| Cleaning/Damage Deposit (always required)   | \$350   |
| Supplies/Materials Deposit (as needed)      | \$200   |
| Key Deposit (as needed)                     | \$300   |
| Air Conditioner Startup Fee (as needed)     | N/A   |
| Late Fee? (request within 14 days of event) | 10% of rental fee                               |
| Cancellation Fee (within 48 hours of event) | 10% of rental fee                               |
| District Cancellation                       | All fees will be returned to the renting agency |

# GCHS Auditorium Tech Rider



## Legend

(place items where you need them on stage)

X = Mic.

M = Monitor

T = Table

⊗ = Mic. On Stand

C = Chair

P = Podium

### *Check what other items you need:*

- Screen
- Projector for laptop
- Sound for laptop
- Wireless Access