

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

(Name of Group)

**AND THE
CLARK COUNTY SCHOOL DISTRICT**

Under the terms of Clark County School District Regulation R-3613, a responsible District employee must be present whenever an outside group uses District facilities. The duties of the responsible District employee are detailed in the "Guidelines for Facility Usage by Non-School Groups."

This MOU only affects that portion of the facility use fee to reimburse the District for the costs of a responsible District employee. All other reimbursements of District expenses for this event must be made as required by Regulation R-3613. The District employee is not to receive compensation from the group. If the District employee fails to complete the tasks, additional charges may be assessed to the outside group.

By submitting a District Facility Use Permit (CCF-410) and signing below, the salaried District employee acknowledges those responsibilities and the penalties for failure in carrying out those responsibilities.

In the event that a CCSD administrator waives the custodial charge per CCSD Regulation R-3613 and issues a key to the outside group, it is the responsibility of the administrator to obtain the key after the completion of the event.

CCSD Employee's Name: _____

CCSD Employee's Signature: _____

CCSD Employee's Title: _____

Event Name/Date(s): _____

School Name & Location Code: _____

Site Administrator's Signature: _____