

## OSSEO-FAIRCHILD SCHOOL DISTRICT

### FACILITY USE RULES – POLICY KG

- The School District Facilities must be reserved prior to use and a signed Facility Use Rules Agreement be returned to the Activities Department before requested dates are confirmed. The facility rules must be adhered to at all times.
- Keys will not be issued to outside individuals or organizations.
- Fees are \$50.00 for four hours or less and \$100.00 for up to eight hours. Nonprofit groups will be issued these fees only when the facility is not already staffed. Additional fees will be assessed for large groups.
- Certificate of Insurance must be provided along with the fee at the time of the reservation.
- Each event must have the appropriate adult supervision present at all times. Supervision includes the entire building, and anyone that may enter the building during the reserved time.
- Each event will only be allowed to use the areas of the facility that they have been approved to use. No one should be allowed to be in the locker areas, halls, or any other area of the building not previously approved. Equipment will be issued on a very limited basis.
- Anything broken, vandalized, damaged, stolen, etc. will be the responsibility of the individual/organization who booked the facility. Appropriate replacement costs will be assessed.
- The facility must be left as it is found.
- Any individual/organization reserving the facility accepts all responsibility for accidents, injuries or legal issues that may occur.
- All doors need to be locked and secured when leaving.

Type of Event: \_\_\_\_\_

Facility & Areas Requested: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Name of Individual/Organization: \_\_\_\_\_

Signature of Responsible Individual: \_\_\_\_\_ Date: \_\_\_\_\_