

Facility Use Agreement

IMPORTANT: No event shall be scheduled prior to the District's approval process with the Facility Use Agreement and required certificate of insurance. These documents must be received at least 2 weeks prior to the event. 24 hour notice for cancellations, scheduling an extra practice / event is needed. Arrive no more than 5 minutes before scheduled start time and depart no more than 5 minutes after scheduled end time.

Name of Organization *

Kootenai County Republican Central Committee

Name of Requesting Organization's Delegated Representative *

Marc Stewart

Street Address *

[REDACTED]

City, State & Zip code *

[REDACTED]

Email Address *

[REDACTED]

Daytime Phone *

[REDACTED]

Evening Phone *

[REDACTED]

Category of Requesting Organization *

- ☐ Category A: Contract users. Priority use as defined in the contract. Rates defined in contract
- ☐ Category B: School Related Groups, such as PTA/PTOs, Booster Clubs or Tutoring Programs. Government Agencies, and free chartered youth groups (Boy Scouts and Girl Scouts) Use for this category is free
- ☐ Category C: Non-Profit Youth Club Sports/Organizations. This includes youth club sports, Church Youth groups, etc. Proof of Non-Profit Status may be requested.
- ☐ Category D: Non-Profit Community Groups/Adult Programs. This includes Adult Community and Service Clubs, Adult Athletics, Churches, Etc
- ☒ Category E: Commercial or For Profit.

Name of School Requested *

- ☐ Atlas Elementary
- ☐ Borah Elementary
- ☐ Bryan Elementary
- ☐ Dalton Elementary
- ☐ Fernan Elementary
- ☐ Hayden Meadows Elementary
- ☐ NExA Elementary
- ☐ Ramsey Elementary
- ☐ Skyway Elementary
- ☐ Sorensen Elementary
- ☐ Winton Elementary
- ☐ Canfield Middle School
- ☐ Lakes Middle School
- ☐ Woodland Middle School
- ☒ Coeur D' Alene High School
- ☐ Lake City High School
- ☐ Venture Academy

Type of School Facility Requested *

- ☐ Gymnasium
- ☒ Auditorium
- ☐ Fields
- ☐ Classrooms
- ☐ Cafeteria/Commons
- ☐ Parking lot

Please specify which areas you are requesting *

Auditorium, lobby area

Event Description *

Legislative Town Hall. The event features local and state leaders meeting with the public about what is going on in the Idaho Legislature and Washington DC.

Dates Requested *

February 22nd.

Days of the week requesting *

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☒ Saturday
- ☐ Sunday

Times Requested *

Please list start and end time

11:30 a.m. to 3:30 p.m.

Services Requested *

- ☐ Bleachers
- ☒ Chairs
- ☒ Tables
- ☒ PA System
- ☐ AV/Projector
- ☐ None

☒ Other: We need three microphones, four tables and chairs on stage.

Special Notes Regarding Event:

Please Note: Restrooms are available for indoor events only. For all outdoor events, the requesting organization is responsible for renting portable restrooms.

Please state any special requirements relating to the event.

THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THOROUGHLY AND/OR CONSULT AN ATTORNEY.

If granted permission to use the above property or facility and equipment or services, if any, it is agreed:

1. The requesting organization shall provide public liability insurance for personal injury and/or property damage in the amount of \$1,000,000.00. The District will be named as additional insured on a certificate of insurance which shall be provided to the District with the submission of this Facility Use Agreement.
2. Payment must be made prior to facility use. If payment is not received prior to facility use, all scheduled events will be cancelled. Facility fees are nonrefundable, however, a credit will be issued to the requesting organization to use for future facility use if the District receives at least a 24-hour cancellation notice in writing through email.
3. The requesting organization (and the undersigned officer, agent, or representative thereof, individually and jointly and severally with the organization) or individual, agrees (A) to pay for any loss or damages to person or property or claims therefore resulting to or arising from the use of school property or facilities by such organization or individual (and those granted access to the facility thereby) when from an occurrence at the property or facility itself during such use, before or after such use, going to or from such use, in or about available parking areas, or otherwise, (B) to reimburse or hold harmless the District and Board of Trustees, and the members, agents, and employees thereof from any such loss, damage, or claim, including but not limited to, it's or their attorney's fees, and, (C) to pay any attorney's fees and costs paid or incurred by the District to enforce any obligations imposed under this paragraph or otherwise in the application.
4. The requesting organization or individual granted use (and those granted access to the property or facility thereby) will abide by all policies, rules, and regulations of the Board of Trustees regarding the use of school property or facilities and the conduct of persons in or on school property or facilities, whether now or hereafter adopted.
5. The use of this property or facilities will not, in any way, interfere with the operations of the District or the programs or activities of the District. If required for District purposes, or for an emergency closure, or if a violation of any rules or regulations occurs, which rules and regulations are incorporated herein, it is understood that the right is reserved in the District to withdraw or rescind the grant of the use of the property or facility on short notice.

6. The activities to be conducted within school facilities shall be designed to foster the attainment of positive educational, cultural, recreational, social or civic goals, and shall in no manner be directed to activities which involve or encourage the violation of local ordinances, state laws, or federal laws.
7. Alcohol will not be possessed, consumed, or brought onto school property or into school facilities. Smoking on school property or in its facilities is prohibited by law and policy, and will not be allowed.
8. No district facilities or equipment will be rented to any profit –making organization or individual for commercial use not directly associated with the schools.
9. No improvements or structures will be constructed upon school property or in its facilities unless approved in writing. No stakes, moorings, or other objects will be placed in the ground or blacktop if such areas are to be used.
10. No posters, banners, or other informational signage may be attached to the walls, doors, or windows unless attachment does no damage (see also Policy KG (Advertising/Signage)).
11. School property, facilities, and equipment will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage to them. Good order and discipline will be maintained.
12. No concessions or other items will be sold in or on school property or facilities unless approved in writing.
13. Within five minutes after the end of scheduled use, the property or facilities will be vacated and left in as good condition as when such use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities will be left in a thoroughly clean condition. Additional charges may result after the use of facilities (e.g., cleaning, damage, etc.) Performance of clean up by the District will not diminish any liability for damage.

I hereby make application for the use of the school facilities and/or equipment indicated on the facilities use application as the delegated representative of the organization indicated, or on behalf of myself, or the group I represent. I further represent I have personally read and understand all of the rules, conditions, and charges listed on this application and listed in the general rules and application policy/procedure. I personally assume responsibility for the proper conduct of individuals attending this function, invitees, or any person who shall attend, for the reimbursement to the Board of Trustees for any damages to school property, for the payment of charges for the use of said facilities and/or equipment, and I further agree to hold Coeur d'Alene School District #271 harmless from any and all claims, causes of action, or damages which may arise out of the use and activity of the user under the terms of this application.

Signature of Requesting Organization's Delegated Representative *

By submitting this form you agree to the legally binding agreement above.

Marc Stewart

This form was created inside of Coeur d' Alene School District.

Google Forms