

POLICY TITLE:	Building Rental	POLICY NO: 910 F4
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**SODA SPRINGS JOINT SCHOOL DISTRICT
RENTAL AGREEMENT**

Thirkill Elementary 60 East 4 th South 547-4426 <input type="checkbox"/>	Tigert Middle School 250 East 2 nd South 547-4922 <input type="checkbox"/>	Soda Springs High 300 East 1 st North 547-4308 <input type="checkbox"/>
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Please mark with an "X" the school you wish to rent.

Name of individual or group _____

Address _____ Phone Number _____

Contact Person _____ Phone Number _____

Non-profit Organization? ____yes ____no

(non-profit organizations may request waivers of some or all of the rental and/or fees. Such requests, shall be submitted in writing to the district, and will be considered by the board of trustees on a case-by case basis.)

Date(s) of Use: _____ Time: _____ to _____ How Many Attending: _____
 (If multiple dates are needed, please list them on the back of this sheet)

Purpose of Rental: _____

Area being Rented:

Thirkill

____multipurpose room ____classroom ____music room ____kitchen ____computer lab

Tigert Middle School

____commons/stage (commons is available with 15 round tables and 135 chairs (9 per table) and 3 serving tables. Any additional table and chairs must be provided by the person renting the facility.) ____computer lab ____classroom ____kitchen

Soda Springs High School

____auditorium ____auditorium (with stage lights/sound) ____cafeteria ____computer lab
 ____kitchen ____music room

(See attached Rental Fee Chart for the cost of the different area)

Number of Hours in Building _____ Cost Per Hour for Area Used \$ _____



To be completed by Principal or Designee

Number of Hours Requiring District Supervision_____ Cost of Supervision \$_____

Refundable \$100 cleaning deposit_____ Date Received_____ by _____ Check _____ Cash

Total Rental Fee_____ Date Received_____ by Check_____ Cash_____

Cleaning Deposit

A refundable cleaning deposit of \$100 is required at the signing of all agreements for use of district facilities. Any individual or organization which rents or uses a district facility and leaves it, upon completion of rental or use for any particular day, in need of cleanup shall be assessed a cleaning fee commensurate with the amount of cleanup required. The minimum fee in such cases shall be \$50 and shall be deducted from the initial cleaning deposit. The individual or organization shall immediately replenish the deducted amount to restore the full cleaning deposit amount in order to continue to rent or use the facility.

Responsibilities of Renting Party

Each school will provide the renter with a list of responsibilities.

Building Supervisors

The district will provide supervision at each school during the following hours:

Thirkill	4:30 PM – 6:45 PM
Tigert	4:30 PM – 8:00 PM
SSHS	4:30 PM – 9:00 PM (check availability due to sporting events)

Individuals or organizations wishing to rent or use district facilities before or after the above listed hours shall be allowed to do so only at the sole discretion of the district (building administrator), and shall pay the district for additional building supervision at the rate of \$15/hour for classified supervisor and \$20 for certified supervisor. District building rental or use after 7:00 PM on Monday must be in accordance with the community-school agreement. *In extenuating circumstance, building use on Sunday may be granted with Board approval.*

Organizational Supervisors

All organizations or individuals wishing to use or rent district facilities must provide such organizational supervisors at all times during rental and use.

Proof of Insurance

All organization or individuals wishing to use or rent district facilities may be required to provide proof of liability insurance.

Signature of Agreement

I have read, understand and agree to the terms and conditions for rental of a school district facility. School standards must be maintained, no smoking or drinking of alcoholic beverages in the building or on grounds. No abuse of school property in any way. The school district will be held harmless against any and all claims, liabilities, damages, losses, actions or causes of action that may be sustained to persons or property resulting from the occupancy and use of school district facilities. The part of the building to be used, time desired and rental charges should be clearly understood by all parties.

Tenant's Signature _____ Date _____

BUILDING RENTAL FEES*

The following rates do not include supervision.

Building	Room	Hour
SSHS	auditorium	\$25.00
	auditorium (with stage lights/sound) (tech required @ \$25.00/hour)	25.00
	cafeteria	15.00
TMS	commons / stage	35.00
Thirkill	multipurpose rooms	10.00
all schools	classrooms	10.00
	music rooms (SSHS/TMS)	10.00
	computer labs (computer tech, required @ \$25.00/hour)	15.00
	kitchen (food service personnel required @ \$25.00/hour)	15.00
School libraries	Not available for public use	

Classified Supervision = \$15.00/hour (Part-Time Staff \$22.00/hour Full-Time Staff)

Certified Supervision = \$20.00

**Personnel must fill out time sheet*

Hooper School:

Use of Hooper School Building is on a long term Basis contract. Hooper will not be rented on a non-profit basis. Please contact Max Hemmert at the district office for cost.

Cleaning deposit. A refundable cleaning deposit of \$100 is required at the signing of all agreements for use of district facilities.

Revised 1-20-2010

* Nonprofit organizations may request waivers of some or all of the rental and/or fees. Such requests, shall be submitted in writing to the district, and will be considered by the board of trustees on a case-by-case basis. (See attached waiver application)

BUILDING RENTAL WAIVER REQUEST FORM FOR NONPROFIT ORGANIZATIONS

Nonprofit organizations may request waivers of some or all of the rental and/or fees. Such requests, shall be submitted in writing to the district, and will be considered by the board of trustees on a case-by-case basis.

Name of Organization _____ Today's Date _____

We are considered a nonprofit organization because:

Date(s) of Use: _____ Time: _____ to _____ How Many Attending: _____

Purpose of Rental: _____

Area being rented:

Thirkill ___ multipurpose room ___ classroom ___ music room ___ kitchen ___ computer lab

Tigert Middle School ___ commons/stage ___ commons stage(with stage lights) ___ computer lab ___ classroom ___ kitchen ___ music room

Soda Springs High School ___ auditorium ___ auditorium(with stage lights/sound) ___ cafeteria ___ computer lab ___ kitchen ___ music room

We are respectfully requesting one or all of the following rental/or fees to be waived.

_____ Rental Fee _____ \$15/hour \$22/hour or \$20 supervisor

Signature of Organization's Designee

(To be filled out by school board or designee)

Rental Fee: Amount Waived _____

Supervisor Fee: Amount Waived _____

Additional Dates Requested

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

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