

## BUILDING RENTAL INSTRUCTIONS

All individuals or organizations requesting use of the school **must** fill out the Rental Agreement.

1. Non-profit organizations can request some or all fees waived. They must fill the out request form. The form is then submitted to the school district. The school board will approve or reject requests. (This is in addition to the Rental Agreement.)
2. Each school should provide individual or organization with a list of responsibilities that your school requires. (Example: see attached list from Tigert Middle School)
3. Notify custodian of date facility is being rented and what needs to be set up for the event.
4. A \$100 refundable cleaning deposit shall be required at the time Rental Agreement is turned in and before event occurs.
5. Have your building custodians or supervisor spot check the facility. If the facility is in need of clean up, deduct a minimum fee of \$50 from the initial cleaning deposit.
6. Charge for use of the facilities is **per hour, not per event.**
7. Individuals or organizations wishing to rent or use district facilities before or after normal custodial hours present shall be allowed to do so only at the sole discretion of the district (building administrator) and will be required to **pay rental fee and building supervisor fee.**
8. Arrange for a building supervisor if the event is after normal hours.  
Thirkill after ~~6~~8:00 PM  
~~Hooper—after 5:00 PM~~  
Tigert after ~~8~~7:00 PM  
SSHS after 9:00 PM

The cost to the individual or organization for a supervisor is \$15/hour for classified (Part-Time Staff Only) or \$20 for certified supervisor described in Master Agreement. Cannot be full time classified person because it would be

over time for them, so your full time custodian cannot do it. A certified person could be used.

9. The building supervisor fills out a time sheet and submits it to the district office.
10. Checks for building rental should be made payable to Soda Springs School District.
11. After you have collected rental fees, please send money to the school district.