

## EMPLOYEE USE OF SCHOOL FACILITY AGREEMENT

The Eastmont School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the District's educational and athletic programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and the current schedule of user fees. Funds may be charged for use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the District's interests, or due to the level of previously scheduled use. No person will be denied the use of facilities because of race, creed, color, sex, or origin.

Employee Individual Use

Employee with Group of Adults

Responsible Employee: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Estimated # Participants: \_\_\_\_\_

Purpose: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Dates/Times: \_\_\_\_\_

Participant Fees: \_\_\_\_\_

Requested Setup/Equipment: \_\_\_\_\_

(Standard services are unlocking and locking doors, operating lights, providing heat, and providing chairs, tables for setup and performing routine cleanup. Services other than minimal will result in additional charges.)

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**FACILITY RENTAL FEES AND INSURANCE REQUIREMENTS** are waived for employee led activities that do not invite spectators, charge for use, or organize and compete with other groups and teams. The District reserves the right to require and charge for unusual custodial fees, repairs, replacement, and any other group related facility damage.

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**AGREEMENT AND INSURANCE** – The persons participating in this use of Eastmont School District facilities and equipment described above certifies that the information given in this application is current. The undersigned further states that he/she will observe all rules and regulations. The responsible employee further agrees to reimburse the Eastmont School District for any damage arising from the participant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

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**HOLD HARMLESS/INDEMNITY** – Participants agree that the Eastmont School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Eastmont School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the Eastmont School District.

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**Basic use rules that must be followed to avoid loss of facility use privileges are:**

1. All events will be required to meet the occupancy load and fire and safety regulations required by local agencies.
2. Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
3. Use of alcohol, tobacco, and/or drugs is prohibited.
4. Profane language and offensive conduct will result in loss of facility use privileges.
5. Games of chance, lotteries, and gambling of any type are prohibited.
6. Access to facilities and services are limited to participants that have signed this form.
7. Alterations to the field/facility are prohibited. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
8. District-owned equipment cannot be removed from the facility or loaned to any individual or organization. Groups or individuals cannot use district-owned expendable supplies.
9. Applicants are responsible for special set-up requirements and clean up, unless specifically requested by the site administrator. Users will be responsible for returning the facility to its original condition immediately following the event.
10. Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
11. The applicant/organization will not practice discrimination of any kind.
12. Cancellations require at least 24-hour notice. Otherwise, related actual costs will be borne by the applicant/employee.
13. Group's use may be canceled without notice, if the facility is desired by a paying group or needed for District activities.
14. Employee's Facility Use will be cancelled when the facility/building is closed due to an emergency.

***I have read & will comply with all rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established.***

**Responsible Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ✓ A copy of the completed agreement with initial participant's signatures stays on file at the school.
- ✓ New participants must review & sign copy of annual agreement held by responsible employee prior to joining the group.
- ✓ An Electronic copy of the completed agreement must be sent to District Office Business Office.
- ✓ Record this Employee Use of School Facility time in the online Activity Scheduler.

**Approval by Building Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LIST OF PARTICIPANTS AND SIGNATURES**

1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

5) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

6) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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8) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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9) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

10) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

11) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

12) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

13) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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14) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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15) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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16) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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17) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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18) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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19) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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20) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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21) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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22) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

23) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

24) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

25) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_