

North Star School District Use of School Facilities

For office use:

- SCHOOL GROUP
- NON-SCHOOL GROUP
- INSURANCE CERT ATTACHED
- NON-PROFIT CERT ATTACHED

Today's Date: _____ Date Needed: _____

To: _____ NSHS _____ NSMS _____ NSES From: _____
(Name of Organization)

Hours Needed: From _____ to _____ Reason Needed: _____

AREA OF BUILDING / FACILITY NEEDED (Check Area(s) Requested)

- | | | | |
|---|-----------------------------|------------------|-----------------------------|
| _____ Library | _____ Gym | _____ Lobby | _____ Cafeteria/Dining Area |
| _____ Classroom | _____ Gym Bleachers Needed? | _____ Playground | _____ Athletic Facility |
| _____ Kitchen *If the kitchen is requested, a cafeteria employee may be required to be on site. | | | |
| _____ Auditorium *Will a Sound/Light Technician be required to set up and run the boards for your program? _____ Yes _____ No | | | |

**There will be no admittance to any area not checked on the original form.
NO additions may be made to the form after Final Approval.
*A custodian must be on site for all activities, both during and after school hours.
*Applicable charges for staff may be charged to the organization (See reverse side).**

USE OF EQUIPMENT (Check Equipment Needed)

- | | | | |
|------------------------|--|----------------------|------------------------------|
| _____ DVD Player | _____ VCR Player | _____ TV | _____ Stage Risers |
| _____ Projector Screen | _____ Easel | _____ Podium | _____ Overhead Projectors |
| _____ Microphone | _____ Speakers | _____ Document Proj. | _____ Laptop _____ Projector |
| Number of Chairs _____ | Number of Tables _____ (Please attach a sketch of arrangement for set-up.) | | |

Other Equipment or Special Instructions: _____

FOR OFFICE USE:

- SCHOOL GROUP is defined as any group directly sponsored by the North Star School District.
- Submit to appropriate authority for approval.
- Principals may approve activities for their buildings.
- Superintendent and/or School Board must approve any FOR PROFIT NON-SCHOOL GROUPS that involve use of facilities fees.
- A completed copy of each request must be filed in the Superintendent's Office.
- Upon approval, form will be returned to building secretary for distribution to appropriate contacts listed below:

Organization _____ Maintenance Supv. _____ Food Service _____ Other _____
(Date) (Date) (Date) (Name) (Date)

INFORMATION

1. **NON-PROFIT STATUS:** Any organization that has acquired non-profit status **MUST ATTACH A COPY OF NON-PROFIT CERTIFICATION.**
2. **INSURANCE REQUIREMENT:** Any organization not sponsored by the NSSD hereby agrees to pay in addition to any other amount required hereunder an amount to provide general liability insurance coverage listing both the organization and the School District as protected parties in the minimum amount listed below, and **MUST ATTACH A COPY OF THEIR CERTIFICATE OF INSURANCE VERIFYING SUCH COVERAGE.**

EACH OCCURRENCE	\$ 500,000
DAMAGE TO RENTED PREMISES (each occurrence)	\$ 50,000
MEDICAL EXPENSE (any one person)	\$ 5,000
PERSONAL & ADV INJURY	\$ 500,000
GENERAL AGGREGATE	\$1,000,000
PRODUCTS-COMP/OP AGG.	INC IN GEN A

3. **GENERAL RELEASE:** The School District shall not be responsible for injury to any person, spectator or participant while the organization is using the school facility, except for matters of gross or willful negligence or intentional harm. Any other matter of liability or responsibility is assumed by the organization and such organization does hereby agree to indemnify and hold harmless the School District from any and all such claim for responsibility.
4. **GENERAL LIABILITY:** The organization shall be fully and completely responsible for any damage to the school facilities or any equipment or personal property owned by either the organization or the School District, including any damage for loss of such items. The organization hereby indemnifies the School District from any such loss as may arise in connection with such use of the school facilities by the organization.
5. **DISTRICT POLICY:** Usage of District buildings and/or facilities will only be granted to those groups and/or organizations that are based in the North Star School District. **Organizations understand that school based activities may preempt them at any time.** (Exceptions to this policy will need approval by the Board of Education.)
6. **FEES:** Fees may be imposed for use of buildings/facilities and for costs incurred for assistance of school staff at events, when approved by the Superintendent/School Board.

ORGANIZATION INFORMATION

Organization Name

Signature of Responsible Person

Printed Name of Responsible Person

Address of Responsible Person

Telephone: _____

FOR SCHOOL GROUPS

APPROVED DISAPPROVED

Principal

Date

FOR NON SCHOOL GROUPS AND/OR FOR-PROFIT GROUPS

APPROVED DISAPPROVED

Superintendent

Date

Board Approved

Date

Rental Fee: \$ _____

Staff Fee: \$ _____

Deposit: \$ _____

Total Amount Paid: \$ _____

Date Paid in Full: _____

**Fees are based on the fee schedule approved by the North Star School Board.*