

Board Policy

It shall be the policy of the Board that use of school property may be granted to persons or organizations upon application to the administrator of the facility involved. The Superintendent or his designee is authorized to determine rental fees to be assessed for the usage of district facilities or equipment. The district reserves the right to refuse rental of any facilities at its discretion.

Suggested Implementation Guidelines

1. All building usage is subject to the following provisions:
 - a. The organization or individual usage of the facility will not interfere with the operation of this school district or any scheduled or projected school programs or activities.
 - b. The organization or individual must sign a Facility Use and Rental Agreement accepting the terms under which the building usage is approved along with a Hold Harmless Agreement. Where applicable, the individual or organization must also sign a Waiver of Liability and Indemnity Agreement and provide proof of insurance with minimum liability coverage of \$500,000 per occurrence. Organizations wanting to use the High School Little Theater must also sign a Little Theater User Agreement.
 - c. The district's first concern is for the safety of the students, patrons, and guests using the facilities. The organization or individual must designate responsible adult(s) to be present the entire time of the event for the purpose of providing focused supervision and to act as a contact person in case of an emergency.
 - d. The organization or individual granted use must follow all policies, rules, and regulations of the Board regarding the use of district property and the conduct of persons in or on district property or facilities.
 - e. The organization or individual must agree to pay for all damages resulting from their use of the facility.
 - f. The organization or individual agrees that no drugs, alcohol, or tobacco will be allowed in any school building.
 - g. The Board of Trustees and all employees of the district are to be held harmless against all claims, liabilities, damages, losses, actions, or cause of actions that may be sustained to persons or property resulting from the occupancy and use of school facilities or equipment.

Shelley School District Building Usage Fee Schedule
Up to 3 Hours of Use

A signed Facility Use and Rental Agreement and Hold Harmless Agreement are required for all groups.

Area	Beneficial Group	Private Group	For Profit Group
	No rental fee		
High School Gym		45.00	150.00
MS/Elem Gym		25.00	110.00
Cafeteria		25.00	90.00
Classroom		20.00	50.00
Kitchen	cook's wage	15.00 + cook's wage	90.00 + cook's wage
HS Little Theater		50.00 + 10.00/hr tech	300.00 + 10.00/hr tech

Custodial fees may apply to all groups.

- Custodian will be on duty during all events.
- If rental is outside of custodian's normal hours, all groups will pay custodial fee of \$23.00 per hour.
- If rental is during normal custodial hours but principal determines that cleanup will exceed scope of regular custodian's on duty hours, an additional cleaning fee may be charged.
- Use of a kitchen requires a district cook; charge will be \$26.50 per hour.
- If use of the High School Little Theater requires use of the technical systems, a district certified technician must be in attendance.

Revised: November 16, 2005
 January 19, 2006
 April 16, 2009
 October 28, 2010