

## CONVERSE COUNTY SCHOOL DISTRICT #2 FACILITY USE

Thank you for your interest in using one of the Converse County School District #2 (CCSD2) facilities. I have included the district procedures and policies on facility use.

The first step in our procedure is to complete the Facility Use Form and return it to the Athletic Director at Glenrock Junior/Senior High School. The athletic director will then see if the dates and times you are requesting for the room(s)/space are available and appropriate.

The district requires proof of liability insurance for non-district sponsored activities. If you do not have liability coverage, the district may allow Waiver Consent and Release forms to be used in place of the proof of liability insurance coverage.

The district may charge a deposit for the facility use and/or key deposit. You also may be charged rent, for custodial/kitchen/lighting personnel time, or other fees such as use of district equipment/supplies which will be listed on the Facility Use Form once it is approved and returned to you.

You will need to pay all deposits and fees and have the signed Facility Use form back from the central office before you can use the facility. Also, any district needs for our facilities have first priority. If you have an approved form, and the room(s)/space is needed for a district event/activity, the district will let you know as soon as possible and return any fees/deposits (if applicable).

The district understands that community use of our facilities is important. But we want to make sure that our students/staff have first priority for education and that our buildings are still secure and cleaned when other entities/individuals use our facilities and the activity is safe and enjoyable.



Book	CCSD2 Administrative Procedures
Section	CCSD2 Administrative Procedures
Title	Facility Use
Code	
Status	Active

The superintendent or his designee, which may be the building administrator, shall be responsible for approving or disapproving requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized representative of the organization requesting use of the building and approved by the superintendent or his/her designee as part of each request.

Here is the process for processing a facility use form:

1. The facility use form is completed by the authorized representative of the organization requesting the use of the facility.
2. The completed form is turned into Activities Director at Glenrock Jr/Sr High School.
3. The activities director will review the facility use form and determine if the requested facility is available by checking the CCSD2 calendar.
4. The activities director will approve/disapprove based on the availability of the requested facility and building principal approval.
5. The activities director will then consult with the Maintenance/Custodial Supervisor and Maintenance/Grounds/Pool Supervisor regarding the facility use form. The maintenance/custodial supervisor and maintenance/grounds/pool supervisor will determine if custodial, lifeguarding, grounds, or other services are needed.
6. The activities director will forward the facility use form to the Business Manager with recommendations on needed services (custodial, lifeguarding, grounds, etc.).
7. The Business Manager or Superintendent will determine if a rental charge will be assessed and if proof of liability insurance is needed from the requesting organization.
8. The Business Manager or Superintendent will ultimately approve/disapprove the facility use form based on all the information gathered.
9. The decision on the approval/disapproval of the facility use form will be provided to the activities director so he/she can contact the requesting organization to provide them with the decision.
10. The facility use form and all supplementary documentation will be archived at Central Office.

Use of the requested facility will only occur after the entire facility use process is completed.

COMMUNITY USE OF SCHOOL FACILITIES

RESPONSIBILITY FOR FACILITY CARE

All persons and groups using or renting school premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district or its insurer in making needed repairs and replacements. The user shall indemnify and hold the Board of Trustees, school district employees, and the school district, harmless from any liability and/or defense costs, including attorney fees, arising from any injury or property damage resulting from or in any way arising out of the use of school facilities by persons or community organizations.

SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES

Class I:

Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, such as PTO and booster organizations, the community college and/or community recreation district or similar organizations having a direct connection with education. When these groups are sponsoring activities, as well as any school district-sponsored activities and/or county and city or town governmental activities (i.e., elections, council meetings, etc.).

No rental fee. Charges will be assessed for custodial services depending upon the nature and time of the event.

Class II:

Civic clubs, charitable and character-building organizations and other organized non-profit groups, and all other non-profit civic, fraternal, political, or service organizations sponsoring events and all religious organizations desiring the use of school facilities for church services, church schools or other related activities shall be charged the following rates:

District cost for personnel to facilitate, clean up, or operate shall be paid by user.

Area	Daily Deposit	Daily Rental	Less Than Two Hours	Pay for Supervision
Classroom	\$15	\$15	\$5	District custodian
Shop, Art, Commercial, Home Ec	\$20	\$20	\$5	District custodian
Kitchen, Cafeteria, Gymnasium, Auditorium	\$25	\$25	\$10	District cook, district custodian
Special Uses	Fees to be determined by the Superintendent			

**All rental charges set forth above are for use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at the full rate necessary to compensate those individuals at their regular salary rate in addition to the rental fee.**

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES. ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR HIS DESIGNEE.

ADOPTED: March 12, 2012

RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

Date: \_\_\_\_\_

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are hereinafter referred to as LESSEE, shall at all times keep such premises and property in a clean, sightly, and healthy condition and shall not use or suffer or permit any person or persons to in any manner whatsoever use said premises or property for any purpose in violation of the laws of the United States and State of Wyoming or ordinances and regulations of the Town of Glenrock or any lawful authority. Upon the expiration of any lease, right, or permit to use such premises or property, such LESSEE shall yield and surrender back to the school all of said premises and property in the same condition of cleanliness, repair, and sightliness as when received, loss by fire and reasonable wear-and-tear excepted.

In the event said premises and property are not kept in a clean, sightly and healthy condition or are not surrendered back to the school in the same condition of cleanliness, repair, and sightliness as when received, the school may replace such premises and property to the same condition of repair, sightliness, healthfulness, and cleanliness as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use said premises and property, to pay to the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property, together with all costs and attorney fees incurred by the school in collecting the amount thereof from the LESSEE.

User does further agree to indemnify and hold the Board of Trustees, all school district employees, and the school district, harmless from any and all liability arising out of any injury or property damage in any way associated with the use of the facilities by user, its members and/or invitees (guests). User agrees to reimburse all costs paid by District or its insurer to repair or replace damaged property and all costs and attorney fees to defend any claim brought against District, its Board of Trustees or employees, and to pay any damage which District, its Board of Trustees or employees may be required to pay as a result of any claim arising out of the use by user, including claims of negligence against District, its Board of Trustees or employees.

The LESSEE has read and agrees to the insurance requirements listed below for use of the \_\_\_\_\_  
(Facility and room/area)

between the hours of \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Day(s) of week (Date) (Date)

**Type of organization:** City/Town/County Government \_\_\_ PTO/Booster \_\_\_ Community College \_\_\_ Community Recreation District \_\_\_ Non-Profit (Including civic, political, religious) \_\_\_ Individual \_\_\_ Other-Specify \_\_\_\_\_

Insurance with limits of not less than \$250,000 is [ ] is not [ ] required. If required, user must provide proof of insurance when this form is signed and returned prior to use. Deposit required [ ] yes [ ] no – Amount of deposit \$ \_\_\_\_\_

The person signing as Lessee represents that he/she is authorized on behalf of the individual or organization renting the facilities to enter into this agreement and to bind the organization and its members. Deposit (if required) and Rental Fee are due at the time of signature. All other fees (personnel, damages, etc.) will be billed after usage. Deposit fee will be applied to total charges due.

\_\_\_\_\_  
Lessee/User Printed Name and Organization Name

\_\_\_\_\_  
Lessee Phone Number

\_\_\_\_\_  
Lessee/User Signature, Title

\_\_\_\_\_  
Lessee Cell Phone Number

\_\_\_\_\_  
Lessee Address

\_\_\_\_\_  
Lessee Email

\_\_\_\_\_  
Lessee City, State, Zip

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Superintendent or Authorized Administrator Signature  
Converse County School District #2, Glenrock, WY

\_\_\_\_\_  
Athletic Director  
Converse County School District #2, Glenrock, WY

Fees Assigned:  
Deposit (if required) = \$ \_\_\_\_\_  
Rental Fee (Class \_\_\_\_\_) = \$ \_\_\_\_\_  
Custodial \_\_\_\_\_ hrs @ \_\_\_\_\_ = \$ \_\_\_\_\_  
Lighting Personnel \_\_\_\_\_ hrs @ \_\_\_\_\_ = \$ \_\_\_\_\_

Kitchen Personnel \_\_\_\_\_ hrs @ \_\_\_\_\_ = \$ \_\_\_\_\_  
Other Personnel \_\_\_\_\_ hrs @ \_\_\_\_\_ = \$ \_\_\_\_\_  
Other \_\_\_\_\_ = \$ \_\_\_\_\_  
Total = \$ \_\_\_\_\_

**CONVERSE COUNTY SCHOOL DISTRICT #2**  
**For District Activity/Event/Program-Outside the Regular Activity**  
**WAIVER, CONSENT AND RELEASE FORM**

I, \_\_\_\_\_ (Print Participant Name), desire to participate in \_\_\_\_\_ activity/event/program opportunity located on the premises of Converse County School District #2 (CCSD#2).

I hereby acknowledge that in such endeavors, there are inherent risks and that I could be injured. Accordingly, I hereby release Converse County School District #2, its board of trustees, employees, administrators, and agents from any and all liability (damages, theft, or injury) which may result from my participation in the above-mentioned activity/event/program opportunity. Converse County School District #2 is not responsible for any damages, theft, or injury suffered by anyone participating in this activity/event/program opportunity.

This Waiver, Consent and Release Form is voluntarily signed by myself and I am under no undue influence. I am under no physical or mental disability. I knowingly and willingly sign this document and fully understand the consequences of my signing this document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Participant Signature (if over 18)

\_\_\_\_\_  
Parent or Guardian Signature  
(If Participant is under 18 years of age)

\_\_\_\_\_  
Parent or Guardian Printed Name

**Information below is for the Participant (if over the age of 18) or of the Parent if the Participant is under the age of 18.**

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Address