

# Cove School District 15

Code: **KGF/EDC-AR**  
Revised/Reviewed: unknown; 8/20/13  
Orig. Code(s): 8320, 8320R

## Community Use of District Furniture and Equipment

### General Rules for Rentals

1. The superintendent is authorized to refuse rental where user responsibility is unverified. The district reserves the right to judge whether or not the criteria are properly fulfilled.
2. Rental use shall be recorded for each use. The user must agree to use care and prudence in the handling of district furniture and equipment. The user will sign a receipt for use of equipment accepting responsibility for replacement due to loss or damage.
3. A \$50 key deposit will be retained by the district and refunded to the user upon return of materials to the school. A refundable security deposit of \$100 must be paid upon approval of application.
4. Public use of district computers shall be reserved for use by students and faculty in the instructional program. Loan or rental of district computers to the public is prohibited by this rule.

### Facility Use Fees

<b>Facility</b>	<b>Fee per Day</b>
High School Gym	\$75
Old Gym	\$35
Ag Room	\$25
Classroom	\$15
Hallway	\$25
Cafeteria	\$20
Computer Lab	\$15

**APPLICATION FOR USE OF SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT**

Name of Organization or individual: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Building to be used (room, area) : \_\_\_\_\_

Date and Time of Use: \_\_\_\_\_ Estimated group size: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Age range of group: \_\_\_\_\_ Fees charged  Yes  No If so, how much \_\_\_\_\_

Keys checked out to: \_\_\_\_\_

Key Deposit Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

Refunded: \_\_\_\_\_ Received by: \_\_\_\_\_

Comments: \_\_\_\_\_

Person in charge at time of use: \_\_\_\_\_

Equipment needed: \_\_\_\_\_

The organization and/or individuals using the facilities agree to hold Cove School District and its employees harmless for any and all liability arising out of the use and occupancy of the school property. The organization and/or individuals further agree to adhere to and instruct visitors of the following rules for use of school premises:

1. Persons using school premises at any time for any purpose shall abide by all district rules, including all regional alcohol/tobacco and other drug regulations.
2. Users are responsible for cleaning school property following the activity leaving it in the same condition as found.
3. Special requests for chairs and equipment may be arranged between the user and principal.
4. The use of school property may be denied for failure to comply with the terms of this agreement.
5. The user hereby accepts full financial responsibility for any damages to district facilities, grounds, and/or equipment as a result of this activity.

A refundable key deposit of \$50 must be paid before key(s) will be issued.

A refundable security deposit of \$100 must be paid upon approval of application.

All keys must be returned within one week of the conclusion of the usage dates.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date