

POYNETTE SCHOOL DISTRICT FACILITY / EQUIPMENT AGREEMENT

This form is used for indoor and outdoor facilities

Name of Organization: _____

Email address _____

Contact Person _____

Responsible: _____ Phone# _____

Today's Date: _____

The School District of Poynette's insurance carrier, Liberty Mutual, recommends that any organizations, groups, or individuals who wish to use the School District of Poynette's facilities attach a copy of their insurance (Certificate of Insurance):

a. Naming the School District of Poynette as co-insured

b. Minimum Policy Limits:

General Liability

Each occurrence	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$1,000,000

c. Recommended Policy Limits

General Liability

Each occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Medical Expense (any one person)	\$1,000,000
Personal and Adv Injury	\$2,000,000
General Aggregate	\$2,000,000
Products	\$2,000,000

Excess Liability

Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

Key # issued: _____ Return by: _____ Office Personnel Distributing
Key: _____

Key # returned: _____ Date returned: _____

Insurance: _____

_____ Photo copy of Insurance attached which lists coverages stated above.

_____ District office verification of coverage.

PLEASE READ THE AGREEMENT ON THE BACK OF THIS PAGE

I have read the agreement on the back of this page and will follow all of the conditions listed. Failure to follow these guidelines will result in groups and/or individuals being prohibited from future building and/or equipment use.

(Signature of person assuming responsibility)

(Date)

OFFICE USE ONLY:

Will this activity raise money? YES _____ NO _____ If yes, the fee for use of building will be: _____

Date Permission Granted: _____ Administrator's Approval: _____

In requesting the use of Poynette School District facilities/equipment, I agree to the following:

1. Assume full responsibility for any damage to school district facilities and equipment while in use by the before mentioned organization, individual, and have respective damages taken care of by a deadline set by administration.
2. Assume responsibility for any bodily injury liability to any person related to the use of the facilities and to hold the school-district and its officers harmless for the same.
3. Supervise all people that are involved in this program, as either participants or spectators, in the assigned area.
4. Require all participants and spectators to enter and exit at the designed times through the designated doorways.
5. The supervisor will not leave until all people associated with the activity are out of the building.
6. School activities in the buildings will be canceled if school is canceled due to weather conditions. If groups are interested in using the school facilities on any day that school is not in session, it their responsibility to contact school and make all necessary arrangements at least one day in advance (or by noon if a snow day).
7. Return school equipment, furniture and supplies to their original location if possible.
8. If facility is needed beyond the requested dates listed here, approval by administration must be given.
9. Key holder/supervisor is responsible for securing facility and equipment. All respective doors and gates need to be checked and locked.
10. Key(s) need to be returned to the office by the agreed upon date.
11. Cost for re-keying the respective doors of the facilities due to a lost key may be very expensive. The key-holder who loses a key will be responsible for the expense.

Facility Use Guidelines

1. School functions will take precedent over community organizations. If games need to be rescheduled, this may impact some of your activities. We will attempt to avoid your major events.
2. Community organizations may only use the K-8 cafeteria to host their monthly or weekly meetings. Other classrooms possess materials that could be tampered with and use of these rooms disrupts our custodial staff's schedule. Large events will be allowed access to other rooms if necessary.
3. Practice and activity time may be limited to 1.5 hours a night and on the weekends. Tournaments and other large events will be allowed more time. This guideline will allow more groups to be able to use our facilities.
4. Please bring a copy of your e-mail that approves the use of our facility. Custodians will be checking these and will allow you access to only the approved spaces and only for the approved times. If you do not show within 10 minutes of your start time, the custodians will not unlock doors for you. Also please only use the designated entrances for space.
5. Gym and facility use should be used by the person who requests the time. Do not request or allow someone else to use your time slot. Even if the facility appears to be open, you need approval. The group who is scheduled will be responsible for any issues that arise.
6. Organizations that use our facilities will need to have a copy of proof that their organization has liability insurance. The purpose of this is to ensure that the groups and the school are protected from possible litigation during the organization's event or events. The school board is reviewing the recommendation of the district's insurance company that a group's policy is
\$1, 000,000 Minimum Coverage in the following areas:
 - a. General Aggregate
 - b. Each Occurrence Limit
 - c. Personal InjuryAt this time groups who do not have such insurance, need to meet with District representatives to resolve this issue.
7. The district strongly recommends that organizations limit the number of times a group meets or practices. For example, K-2 should be practicing once a week and as early as possible on weeknights if necessary. The district encourages all of its students to keep in mind that their priorities should be:

Family First

School Second

Activity Third

8. Any activity that charges admission or is fund raising in nature, will be charged a minimum custodial fee for at least 2 hours (Cost range is from \$50 to \$100). This is to ensure that the building is professionally cleaned and sanitized, and the building is secure.