

“OUTSIDE USER POLICY – APPLICATION FOR USE of SCHOOL FACILITIES”

Guidelines For Use

All outside groups that want to use School District property or equipment should be required to complete an “Application for Use of School Facilities” form. This allows the District to state the terms and conditions for use of school property, both as to what is expected from the User Group and also what the District is providing, be it building space / facilities, equipment or other services.

Completion of this form by the User Group also provides the mechanism for the District to formally make the User Group responsible for damages arising out of use of the property by them. Further, it formalizes other terms such as the amount of rent (if any), charges for caretaking, and allows access to an economical, simple means for the User Group to meet liability insurance requirements, if they do not otherwise have coverage.

Procedures

1. Applicant should complete the “Outside User Policy; Application for Use of School Facilities” form. This form allows for a full description of the period of use and any other terms such as the nature of the use or any equipment to be provided. All costs including charge for rental of premises, use of equipment and caretaking can be itemized.
2. All User Groups should have \$2,000,000 Liability insurance. If the User Group does not have the required insurance, or is unsure, it can be provided at the time of application at the premiums for the various activities and duration of use of the school facilities, as indicated in the Outside User Liability Insurance Rates included on the form.

If the intended activity is not shown on the form, contact Linda Baker at Western Financial Group (1-800-665-8990 ext. 7220) for direction.

3. An authorized representative of the User Group should sign the application form.
4. All applicable fees and charges **including premium for Liability Insurance** should be collected prior to allowing use of the school / facilities.
5. A photocopy of the completed application and the Introduction and Conditions page must be provided to the User Group.
6. If Liability Insurance is being acquired on this form, a copy of the completed application must be faxed to Linda Baker, Western Financial Group at 204-957-0678. Western Financial Group will then invoice the Division for the premium(s).

In order to properly protect school property and assets all users as defined on the form should have Liability Insurance Coverage, whether their own, or acquired through this application.