REQUEST FOR USE OF DISTRICT FACILITIES
APPLICATION PACKET
FCSD2 FACILITIES USE GUIDELINES

1. Requests for use of district facilities must be made at least 2 weeks prior to the date of the event.
2. All school activities will have precedence over any other group in the schedule use of FCSD2 facilities. Activities are subject to change. Please go to https://www.fremont2.org/Calendar#/i=5 to see scheduled activities.
3. This request will be valid for one year once approved.
4. This form is guided by FCSD2 policy KF.
5. Please go to https://www.fremont2.org/Facilities-Use-Request to download the application packet. Return the entire packet to Amanda Ysen, Business Manager at aysen@fremont2.org. If you have multiple event requests or one event with more than 5 dates, please utilize the excel sheet – additional use space in addition to the application packet.
6. Prior to approval of your request, you will be required to provide a certificate of liability insurance naming FCSD2 as additionally insured. Please make sure the district is listed on the certificate as: Fremont County School District, 700 N. First St., Dubois, WY 82513.
7. If all of the initial paperwork is properly completed and submitted, your request will be processed within a few days. Once approved, you will receive a Facility Use Agreement via email. Please sign and return the form to: Amanda Ysen at aysen@fremont2.org.
FCSD2 FACILITIES USE APPLICATION

Date of Application: ___________________
Name of Individual: ____________________________________________________________________
Name of Organization: __________________________________________________________________
Address: ____________________________________________________________________________
Telephone: ___________________________ Email: ___________________________________________
Name of Person Responsible/Title During Use: _____________________________________________
Telephone: ___________________________ Email: ___________________________________________

Date(s) Desired (please include month, date, year):

<table>
<thead>
<tr>
<th>Date</th>
<th>Beginning Time</th>
<th>Ending Time</th>
<th>Notes</th>
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**If requesting more than 1 event or more than one event with 5 dates, please fill out the excel Facilities Use Request Additional page (in addition to this form). We would like you to list out each date you are Requesting for each event, not just May 1- May 31st each Wednesday.

Type of Activity: ______________________________________________________________________
Admission Charge (if any): Adult: __________ Child: __________

Please mark the facilities that you are interested in reserving/using:

☐ K12 Building, please list specific room/space if known: __________________________________

☐ K12 Outdoor Space (includes track), please list specific area if known: ______________________

☐ Pre-School/Extended Day Building, please list specific area if known: ______________________

☐ Pre-School/Extended Day Outdoor Space (includes track), please list area if known: ____________

☐ Please list any special equipment needed: ________________________________________________
☐ Date equipment is to be picked up (only to be used if equipment such as table/chairs are being rented)
☐ Date equipment is to be returned (only to be used if equipment such as tables/chairs are being rented).
☐ Do you need to move any furniture or fixtures? If yes, please explain: ______________________________

☐ Will your event require food or beverage? If yes, please explain: ______________________________

☐ Other information about your request: ______________________________________________________________________________


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<th>Facility Rental Fee’s</th>
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<td>FCSD2 does not currently charge for use of our facilities. FCSD2 may charge a service fee for clean up or damages as they occur.</td>
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Supervision:

1. Will minors (age 17 or younger) be participating in the activities described in application? ___ Yes ___ No
2. Will the User provide adult supervision to minors at all times when they are on school grounds pursuant to this Agreement? ___ Yes ___ No ___ Not Applicable
   • If “no,” the User cannot enter into this Agreement or have access to District property.
   • The District has no responsibility for the supervision of participants who are minors unless the event is a school sponsored event.
3. What will be the approximate ratio of participants who are minors to adult supervisors? _________________
   • Depending on the nature of the activity and the age of the minors, the District may set a minimum ration of minors to adult supervisors.
RESPONSIBILITY FOR FACILITY CARE

All persons and groups using or renting school premises or property shall assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district 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 arising from any injury or property damage resulting from in any way arising out of the use of school facilities by persons or community organizations.

The school District does not have building custodians scheduled on weekends or late evenings on weekdays. If the User is requesting use of District facilities when a custodian is not on staff, the User must designate a specific individual who will be responsible for opening the facility and securing the buildings after the group is done. This includes checking all windows and exits that members of the User group may have left open, and that opens other exits. User is responsible for securing all exits operated by the key they are issued. Failure to properly secure the facility, after User is done using the facility, may result in the loss of after hour privileges.

1. The User agrees that District facilities are to be used only as designated on the District Facility Use Request Application form. Any deviation of use will be considered a breach of contract and may result in denial of future use of District facilities.
2. User shall ensure that no unauthorized third party will be permitted to use the facility or any portion thereof.
3. User shall ensure that the representative specified in the agreement is present at the scheduled event. If this person is not able to attend, please contact the Business Manager (455-5542) to notify of who will be the responsible adult/contact person at the event.
4. User shall ensure that the participants vehicles will be properly parked. No motor driven vehicles will be permitted on school grounds at any time except for in parking areas. Parking is permitted only in designated areas.
5. User shall ensure that participants are only in areas that were requested in this form.
6. Furniture or fixtures may be moved only with the permission of the building principal or District Administrator.
7. Food and beverage only in areas where allowed and only having received written permission.
8. When the school gymnasium is to be used for physical activities, only persons with approved rubber soled shoes that are brought in (not worn in) are allowed on the gym floor. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.
9. User shall ensure activities are orderly and lawful.
10. User shall ensure that the use of alcohol/tobacco products is not allowed in the building or on the grounds. Use and/or possession of opened or unopened alcoholic beverages, any type of intoxicants, illegal drugs, drug paraphernalia, or tobacco products is not permitted in or on school grounds.
11. User shall ensure that animals are not permitted inside District buildings, with the exception of those animals used to aid the disabled or specified in the agreement.
12. User shall leave the building neat and orderly. All litter including paper, glass, and cans shall be deposited in receptacles provided for that purpose.
13. No fires are permitted except as authorized by District Administration/designee and then by permit.
14. No person shall cause damage to trees, flowers, shrubs, fences, or equipment. Any known damage will be billed to the User/Organization.
15. Other stipulations as established by the District Administrator/designated.
16. No District Facility Use Agreement is transferable to another party. The User agrees to pay in full, all fees or costs associate with rental of District facilities upon receipt of an invoice from the District. Failure to pay for costs and damages will result in automatic denial of future Agreement requests until the delinquent balance is paid in full. The District reserves the right to require a fee deposit OR the estimated Agreement fee to be prepaid. The District reserves the right to deny any Agreement application or terminate any Agreement at any time with or without cause. In the event of such denial or termination, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred.

**FCSD2 FACILITIES USE TERMS & CONDITIONS**

1. Users of school facilities may be liable and held responsible for injury to persons and damage to property incidental to their activities on school property including, but not limited to acts of vandalism.
2. It is the applicant’s responsibility to make known, in detail if necessary, the intended use of the facility.
3. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the conditions in which they leave the facility. Any breakage, damage or loss of District property, beyond reasonable wear and tear, shall be paid for by the user organization.
4. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. If this is not done, the user organization will be required to pay the cost of removal.
5. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found.
6. User organization must conform to all local ordinances including police and fire department regulations.
7. All meetings will terminate, and the facility will be vacated, by the time specified on the application.
8. Adult supervisors of organizations using school facilities will remain with their groups during usage and will be responsible to FCSD2 for observance of all rules. The adult supervisor shall be the last to leave and shall be in charge to secure the building.
9. The user organization will be responsible for the enforcement of the above stated regulations and shall be responsible for all participants, spectators, and affiliated personnel.
10. When large crowds are anticipated, it will be the responsibility of the user organization to notify local law enforcement agencies for aid in handling traffic and crowds.
11. Each user group agrees that people not directly related to the sponsoring group shall not be allowed admittance to or use of FCSD2 facilities assigned to the user group.
12. Use of facilities that require the presence of district staff will not be permitted on dates that are identified as contract, school, legal, federal or other holidays. This shall include winter and spring breaks.
13. User agrees not to discriminate against persons regardless of sex, race, creed, color, religion, ethnic origin, or age.
14. There shall be no profane language, quarreling, fighting, gambling, use of tobacco products or intoxicants, hallucinatory drugs or narcotics in or about the school buildings or premises. Violation of this rule shall be a significant cause for immediate removal and denial of further use of school premises to the organization.
15. A Certificate of Liability Insurance for a minimum of $1,000,000 liability coverage shall be furnished to the District at least 7 days prior to the scheduled event. Said certificate will name the Fremont County School District 2 as additionally insured.

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

User agrees to indemnify and hold harmless the Fremont County School District 2, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the User’s performance of this agreement, except for injuries and damages caused by negligence on the part of the District. User agrees to obtain, prior to its use of the facilities, such liability insurance as may be required by FCSD2, together with a certificate of such insurance specifically naming FCSD2 as an insured party and acknowledging the foregoing hold harmless agreement. User understands and agrees that this permit may be revoked or cancelled at any time with or without cause and User shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.

RENTAL AGREEMENT

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are herein after 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 in any manner whatsoever, to use said premises or property for any purpose in violation of the law of the United States and State of Wyoming or ordinances and regulations of the Town of Dubois 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 sightlines 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 sightlines as when
received, the school may replace such premises and property to the same condition of repair, 
sightlines, 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.

LESSEE 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).

he LESSEE has read and agrees to abide by the insurance requirements as set forth in the District Policy 
Manual, and the rental fee and classification breakdown as described elsewhere on this form.

SERVICE FEE’S

All rental charges setforth 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.

In addition to abiding by the terms of this Agreement, the LESSEE is required to follow all District 
policies and rules involving use of its facilities.

I have read the terms and conditions as set forth in this document, and I understand that these terms 
are a condition of the lease; and be it understood that when the application is properly approved, it is 
in fact, a lease. I understand that failure to abide by the terms and conditions set forth in the School 
Board policy will result in the immediate discontinuance of user privileges. In addition, our organization 
agrees to pay the full cost of any damage caused by our group to any of the district’s facilities as well as 
any cost incurred by the district to bring any facility back to the condition in which it was found.

The individual(s) filling out the Facilities Request is/are applying for use of the facilities indicated below 
and agrees to pay the rental rate stated (if any is assessed) and such service charges for personnel as 
are indicated or may occur. The organization/individual must provide proof of insurance through an 
additional insured certificate naming FCSD2 as an additionally insured entity for the requested time 
period.

☐ It is agreed by the individual(s)/organization requesting to use FCSD2 facilities will comply with all 
Board of Education policies on building use, terms of conditions and guidelines for facilities usage.
☐ It is agreed that while being used, proper control will be maintained over the building and any 
persons who may be therein.
☐ I have provided a copy of additionally insured certificate with this application.

LESSEE Signature: ____________________________ Date: _____________
For Business Office Use:

Building Assigned: ________________________________

Room Name/#: _________________________________

Fee’s Assigned: ________________________________

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<thead>
<tr>
<th>Category</th>
<th>Calculation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Custodial Charge</td>
<td>____ hrs @ $______ (hrly rate) = $_________</td>
<td>*If further cleanup is required, Lessee will be charged clean up time.</td>
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<tr>
<td>Equipment Charge</td>
<td>Tables (.25 cents each)</td>
<td>*We have 17 tables and 200 Chairs for rent for inside events only.</td>
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<td>Chairs (.25 cents each)</td>
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<tr>
<td>Other:</td>
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<td>TOTAL</td>
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For the District:

Business Manager: ________________________________ Date: ______________________

Facilities Director: ______________________________ Date: ______________________

Building Supervisor: ______________________________ Date: ______________________

Superintendent: ______________________________ Date: ______________________