

KAMIAH JT. SCHOOL DISTRICT #304  
1102 Hill Street  
Kamiah, ID 83536  
208-935-2991

INSTRUCTIONS:

This application must be presented to the District Office or School ten (10) days prior to the date facilities are to be used.

If charges for room/building use apply, rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed based upon the activity according to the level of service(s) provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All building fees are to be paid to the Kamiah Jt. School District #304.

All applicants are responsible for adult supervision, clean-up, and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator for this type of service prior to the start of such activities. Applicants are responsible to leave the facility in the same or better condition concerning cleaning, general appearance, and replacement of loss or damage to equipment, furniture or the facility itself.

IT IS UNDERSTOOD THAT ALL PERSONS TAKING PART IN THE ACTIVITY LISTED BELOW DO SO AT THEIR OWN RISK, THAT THE UNDERSIGNED OFFICER(S) AND/OR THE ORGANIZATION SHALL BE LIABLE FOR ALL DAMAGES, AND THAT ALL PARTIES TO THIS AGREEMENT SHALL BE SUBJECT TO ALL PROVISIONS OF THE ADMINISTRATIVE RULES GOVERNING COMMUNITY USE OF SCHOOL FACILITIES.

PERSONS USING THE FACILITY WITHOUT CHARGE UNDERSTAND THAT THE LIABILITY OF THE KAMIAH JT. SCHOOL DISTRICT #304 FOR ANY INJURY OR DAMAGE INCURRED BY ME WHILE USING THE FACILITIES IS EXPRESSLY LIMITED BY IDAHO CODE § 36-1604 (USE OF PUBLIC LANDS AND FACILITIES FOR RECREATIONAL PURPOSES).

**INSURANCE REQUIREMENT FOR PERSONS CHARGING A FEE OR FOR PROFIT-MAKING ENTITIES: USER AGREES TO OBTAIN AND KEEP IN FORCE DURING ITS ACTS UNDER THIS AGREEMENT COMPREHENSIVE GENERAL LIABILITY INSURANCE IN THE MINIMUM AMOUNT OF \$500,000 WHICH SHALL NAME THE SCHOOL DISTRICT AND ITS EMPLOYEES AS A NAMED INSURED, SHALL NAME AND PROTECT USER AND ITS EMPLOYEES AGAINST ANY AND ALL CLAIMS, LOSSES, ACTIONS, AND JUDGMENTS FOR DAMAGES OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE USER'S ACTS. USER SHALL PROVIDE PROOF OF LIABILITY COVERAGE AS STATED ABOVE TO THE SCHOOL DISTRICT PRIOR TO COMMENCING USE AS PROVIDED HEREIN, AND REQUIRE INSURER TO NOTIFY SCHOOL DISTRICT TEN (10) DAYS PRIOR TO CANCELLATION OF SAID POLICY.**

Initials \_\_\_\_\_

APPLICATION:

School \_\_\_\_\_ Room #or area to be used \_\_\_\_\_ Date(s) of activity \_\_\_\_\_

Age(s) of Attendees: \_\_\_\_\_ Admission will ( ) / will not ( ) be charged.

Time of use: \_ a.m./p.m. to \_ a.m./p.m. Approximate Number of People Using the Facility: \_\_\_\_\_

Purpose of Use \_\_\_\_\_ Organization \_\_\_\_\_ Person in charge \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

A room/building use fee will ( ) / will not ( ) be charged. Amount: \$ \_\_\_\_\_

A custodial fee will ( ) / will not ( ) be charged. Amount: \$ \_\_\_\_\_

A Damage Deposit will ( ) / will not ( ) be charged.

Amount: \$ \_\_\_\_\_

Payment must be made within 30 days of completion of the activity.

Additional conditions/comments: .....

Approval of Local School Administrator/ Designee \_\_\_\_\_ Date \_\_\_\_\_

Approval of Superintendent / Maintenance Supervisor (Designee) \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION PROCEDURES**

1. School Facilities Use applications shall be filed with the School District Office ten (10) days prior to the date when facilities are to be used.
2. Rental, labor, or other charges assessed shall be itemized on the report of Building Use Form. Each individual building will be responsible for collecting all charges for rental, labor, supplies, damages or other prior to utilization.

**PRIORITY USE OF FACILITIES**

1. Board approved programs such as parent groups, music, classes, activities, drama, and teen clubs shall be allowed rent-free use of school facilities for meetings or activities.
2. School-related youth organizations, such as Boy Scouts and Girl Scouts shall be allowed rent-free use of school facilities for meetings or activities.
3. Government affiliated groups such as Fish & Game, Health & Welfare, police, civic organizations and charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare, shall be allowed rent-free use of school facilities. Custodial fees must be paid by the group.
4. Churches, clubs, restricted membership organizations, political groups, and business groups shall be allowed use of school facilities on a STANDARD RENTAL rate. When admission is charged or profit-making functions are conducted, the COMMERCIAL RENTAL rate will be charged. (See Policy #910)

**SCHEDULE OF FEES**

1. Rates and charges for school facilities use shall be assessed according to the fee schedule and shall be uniformly applied to all individuals and organizations.
2. Additional fees may be charged for special equipment and services such as projectors, projector operators, special janitorial services, food service employees, building services, setting up or removing chairs or bleachers, or other items.
3. STANDARD RENTAL rates shall cover the duration of the activity. COMMERCIAL RENTAL rates shall be three (3) times the standard rental rates. Custodial fees will be in addition to rental charges at the rate of \$20/hour.
4. Deposit Fee of \$25 will be charged for use of the playing fields.

**RULES**

1. Applicant acquires no other right in any other part of the building than the parts specified.
2. No smoking, drugs, or alcoholic beverages are allowed at anytime on school district property (this includes all playgrounds and everything to the street).
3. Application will be solely and entirely responsible for his acts and for the acts of Applicant's agents and employees. None of the employment benefits are available from Kamiah School District #304 to the Applicant or any of its employees and agents.
4. USER agrees to indemnify and hold harmless ENITITY and its employees from any and all claims, losses, actions, or judgments for damages or injury to person or property arising out of or in connection with the acts and/ or any performance or activities of USER, USER'S employees under this Agreement.

**STANDARD RENTAL RATES-**

**Minimum Fee Per 2 Hours**

**\*\*The rental fee for meetings and activities for which no admission is charged, is as follows:**

Classroom	\$ 5.00
Classroom (Science, Shop, Computer, etc.)	\$ 20.00
Multi-Purpose Room Only -- without Kitchen Privileges	\$ 10.00
Multi-Purpose Room -- with Kitchen Privileges	\$ 12.00
Middle School Gymnasium	\$ 20.00
High School Gym with Showers	\$ 20.00
High School Wrestling Room	\$ 7.00
Playing Fields	\$ 25.00

**\*\*The rental fee for meetings and activities for which admission is charged, or profit-making functions are conducted, is as follows:**

Classroom	\$ 15.00
Classroom (Science, Shop, Computer, etc.)	\$ 60.00
Multi-Purpose Room Only -- without Kitchen Privileges	\$ 30.00
Multi-Purpose Room -- with Kitchen Privileges	\$ 12.00
Middle School Gymnasium	\$ 20.00
High School Gym with Showers	\$ 20.00
High School Wrestling Room	\$ 7.00
Playing Fields	\$ 25.00

Supervisory or custodial fees will be charged for a minimum of one (1) hour, at a rate of \$20.00 per hour.