

**MORGAN LOCAL SCHOOL DISTRICT  
FACILITY USAGE/RENTAL AGREEMENT**

Name of facility you wish to rent \_\_\_\_\_ Date of Application \_\_\_\_\_

Area (s) \_\_\_\_\_

Date (s) of Requested Use \_\_\_\_\_ Day of Week \_\_\_\_\_ Hours \_\_\_\_\_

Purpose of Facility Usage: (ex. Meeting, Banquet, Recreation, etc.) \_\_\_\_\_

Purpose of Facility Usage: Student \_\_\_ Adults \_\_\_ Both \_\_\_

Organization or Group \_\_\_\_\_

Person Responsible to be billed \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Describe setup required: \_\_\_\_\_

Time to have facility: OPENED \_\_\_\_\_ CLOSED \_\_\_\_\_

Actual Time Of Activity: STARTING \_\_\_\_\_ CLOSING \_\_\_\_\_

How many people expected? ADULTS "\*\*\*\*\*" \_\_\_\_\_ STUDEP VU \_\_\_\_\_

**\*\*See reverse of this sheet for approved fees.**

**FACILITY INFORMATION**

Facility \_\_\_\_\_ Per Hour \_\_\_\_\_ Total Fee for Facility \$ \_\_\_\_\_

**PERSONNEL INFORMATION**

Since all buildings have security systems and specialized equipment, a school person should be in attendance when building is open.

# of Personnel needed: COOK \_\_\_\_\_ CUSTODIAN \_\_\_\_\_

# of Hours: COOK \_\_\_\_\_ CUSTODIAN \_\_\_\_\_

Personnel: \_\_\_\_\_ Per Hour \_\_\_\_\_ Total Estimated Fee for Personnel \$ \_\_\_\_\_

- Check who is responsible for payment of charges: \_\_\_\_\_ Renter \_\_\_ School District
- Renter will be billed at a later date for actual costs. Make sure that both parties, prior to signing this form, are clear as to what charges, if any, will be made.

Responsible Individual \_\_\_\_\_ Date \_\_\_\_\_

Building Principal ICF \_\_\_\_\_ "\*\*\*\*\*" Date \_\_\_\_\_

Approved  Disapproved

Central Office Administrator \_\_\_\_\_ Date \_\_\_\_\_

Approved  Disapproved

**Original to Treasurer's Office**

Copies given to: Responsible Person \_\_\_\_\_ Building Principal/AD \_\_\_\_\_

Head Cook \_\_\_\_\_ (If applicable) Head Custodian \_\_\_\_\_

Morgan Local School District Policy (KG-R) states the following:

The fee charged for school personnel assigned will be for the hours worked at the assigned employee’s rate of pay including overtime and the Board’s share of retirement and medicare. A minimum of two hours will be charged when a custodian is required to open or close a facility on a non-work day, as directed by the negotiated agreement.

Schedule of costs:

1. School related groups, Athletics, Music, PTO, Boosters, etc. or **Groups made up of 100 % of Morgan Local students**---no charge for facility or personnel;
2. Alumni groups, Scouts, Adult Education, 4-H, **Fire, Sheriff, Police or Military** ---no charge for facility. Personnel charges apply on non-school days or when building is not open;
3. All other individuals, organizations, or groups---fee for facility and required personnel.

*Administrative Rules:*

*Since all buildings now have security systems and high tech equipment, a custodian or other school person should be in attendance when building is used. If it is outside the contractual day of the employee, applicable overtime pay and retirement benefits shall apply. The same requirement will apply to cooks when food is either being prepared or served in the kitchen.*

**Fee Schedule**

	School/student Group, Athletics, Music, PTO, Boosters, Etc.	Alumni Groups, Scouts, Adult Education, 4-H, Fire, Sheriff, Police, or Military, etc.	All Others
<b>Facility</b>	<b>Fee per hour</b>	<b>Fee per hour</b>	<b>Fee per hour</b>
Classroom	No Charge	No Charge	\$ 10.00
Elementary Gym	No Charge	No Charge	\$ 20.00
J/H or H/S Gym	No Charge	No Charge	\$ 20.00
Cafeteria or Cafetorium	No Charge	No Charge	\$ 20.00
Little Theater (HS)	No Charge	No Charge	\$ 20.00

<b>Personnel</b>	<b>Non Work hours</b>	<b>Non work hours</b>	<b>Non work hours</b>
Cafeteria persons	No Charge	Hrs. worked, including overtime, retirement & medicare	Hrs. worked, including overtime, retirement & medicare
Custodial persons	No Charge	Hrs. worked, including overtime, retirement & medicare	Hrs. worked, including overtime, retirement & medicare

- Must be out of buildings by 10:00 p.m.
- Personnel charges will be paid at the cafeteria or custodian’s contractual rate of pay, plus time and one half or double time for hours worked outside the employee’s regular work schedule.
- **Certain groups may reimburse the District with in-kind services or supplies totaling an amount equal to or exceeding the actual \$\$ amount for both facility and personnel costs. (e.g. Morgan Youth Wrestling, Boosters, etc.)**

If at anytime there would be a conflict of rental dates between long-term renters and school activities, the school activity will be given first priority.

Renter will be billed from the Treasurer’s Office at a later date for **actual** costs. Any variances from the stated procedures will be addressed with the Superintendent or designee for the Morgan Local Schools. His/her decision will be final.

**MORGAN LOCAL SCHOOL DISTRICT  
FACILITY USAGE LIABILITY/RESPONSIBILITY FORM**

I shall hold harmless and waive Morgan Local School District, its directors, officers, employees, board members, etc. from and against all actual or alleged claims, damages, injuries, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the use of Morgan Local School Districts' property.

I further agree to take responsibility for any and all damage done to any part of the school facility, grounds, or equipment.

In the event that a custodian, or other school person, is not required by the building principal, I understand it is my responsibility to completely clean all areas of the building and grounds that are utilized by myself and/or my group. This includes, but is not limited to, the parking lot, classrooms, restrooms, kitchen, gym, cafeteria, halls, etc.

Lastly, I realize that it is my responsibility to completely lock and secure the building upon my (or our group's) departure.

\_\_\_\_\_  
Name of Group (Please Print)

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\*\*\*If the individual or organization, making the request, charges admission, or is a commercial organization, said organization or individual must furnish, prior to use of the facilities, a certificate of liability insurance combined with single limits of \$1,000,000 and worker's compensation, if the renter is employing workers. The insurance policy must name Morgan Local School District as an additional insured.

Certificate of Insurance Provided \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Authorized Person

**This form must be attached to the FACILITY USAGE/RENTAL AGREEMENT.**