

REQUEST FOR USE OF SCHOOL FACILITIES AND PERMIT

Park City School District • 2700 Kearns Blvd, Park City, UT 84060 • 435-645-5600

Please complete sections I–IV. Refer to Section VI for rental rates. All fees and deposit must be received in full, 10 days prior to event. School supplies are not included in this rental agreement. Non-District applicants are required to submit proof of insurance. Utah law prohibits smoking or drinking in any public school building or any public school grounds.

ADA Compliance: In compliance with the ADA, Americans with Disabilities Act, any individuals, groups or organizations wishing to use District facilities must meet all of the provisions of the law and provide program access to otherwise qualified individuals. Individuals must be provided special accommodations including auxiliary communicative aids and services.

SECTION I. APPLICANT

Activity Title: _____ Organization: _____

Applicant's Name: _____ Phone Number(s): _____

Mailing Address: _____ City, State & Zip: _____

Email Address: _____

SECTION II. SITE

PLEASE NOTE: The use of computer and media labs is restricted. The use of the Eccles Center is restricted.

Name of Facility: _____ Room/Area: _____

Number of Participants: _____ Age of Participants: _____

Group: _____ Kitchen: _____

Other Needs/Requests: _____

SECTION III. DATE & TIME REQUESTED

PLEASE NOTE: Request of use of District facilities may not exceed eight days within a calendar month.

Day of Week	Date(s)	Start Time (include setup)	End Time (include cleanup)

SECTION IV. SIGNATURE

I, the applicant, agree with the policies, stipulations, and fees set forth in making application, I also agree to be held liable to reimburse Park City School District for any damages made to school property by myself, the organization I represent, or anyone affiliated with the activity, including its participants.

SIGNED: _____ **Date:** _____

SECTION V. RENTAL RATES PER HOUR:

	NON-PROFIT**	FOR PROFIT
Gymnasium (per space)	\$ 30.00	\$ 100.00
Gymnasium with Locker Room	\$ 50.00	\$ 150.00
Multipurpose Room/Cafeteria/Forum	\$ 40.00	\$ 100.00
Kitchen only (<i>requires kitchen personnel, see personnel fee schedule*</i>)	\$ 50.00	\$ 100.00
Regular Class Room/Kiva	\$ 20.00	\$ 40.00
Parking Lot	\$ 150.00 (per day)	\$ 150.00 (per day)
Grassy Areas	\$ 200.00 (per day)	\$ 200.00 (per day)
EHIMS Auditorium <i>(PCSD trained technicians must be hired to operate all light, sound and stage equipment, see personnel fee schedule*)</i>	\$ 100.00	\$ 350.00
Dozier Field (the use of Dozier Field is restricted in accordance with the inter-local agreement)		

*Personnel Fee Schedule: Classified Employee - \$40/hour or actual cost for overtime
Licensed Employee - \$60/hour
Administrative Employee - \$75/hour

Deposits: If the District committee requires additional security (i.e. security officers, adult supervisors, etc.), the renter will pay this cost. Decision of committee based on event and use.

Policy Reference: (For complete policy, please refer to PCSD Policy 11010 Permit and Public Use of School District Property, available online at <http://www.pcschools.us>)

There will be no consecutive weekend use approved. Requests will need to be submitted by month and will be approved on a monthly basis.

Request of use of District facilities may not exceed eight days within a calendar month. Long term or continual facility usage requests by any group or organization will not be approved.

PTO/PTAs and other District schools shall be granted use of facilities for school related activities so long as the activity does not disrupt the functions of the hosting school and the visiting entity or school reimburses any costs incurred by the hosting school. School clubs, teams or programs which sponsor or host commercial entities in utilizing school facilities may be subject to the fees outlined above.

Public supported institutions of learning including colleges and universities may rent classrooms in the Park City School District through the Director of Community Education

The District committee consisting of the superintendent, business administrator, support services director, and principal, may grant limited free use to public service organizations who perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regularly scheduled duty and when no additional school funds are used to subsidize these meetings.

The Board of Education authorizes the use of Park City School District facilities for election purposes. Local schools are expected to cooperate.

Commercial rates apply to an organization or individual whose motive is to make a profit. These include, but are not limited to: (a) teachers providing private instruction for a fee such as music, physical education and art teachers which are not run through the community school program and (b) events for which admission is charged, items sold, or paid instruction for student such as music, art, dance, aerobics, basketball, weight training.

**An organization is considered non-profit if the Internal Revenue Service considers it a charitable organization that has tax-exempt status. All non-profit organizations shall be required to produce their IRS tax exempt number.

USER PERMIT AND AGREEMENT:

- **User** will have access to the facilities outlined on the front of the request. No other access to School District property or buildings is granted by this Agreement. User accepts full responsibility for all conditions on the premises that can be identified by reasonable inspection, if user fails to give the District written notice of any objectionable conditions, no later than one week prior to the event.
- **User** accepts and understands that it has full responsibility for safely and appropriately setting up equipment, marking the site and all other activities necessary for staging the event. User accepts full responsibility for all supervision and security measures necessary for all those involved in the event, including, but not limited to, parking, crowd control, and spectators.
- **User** understands and agrees to take full responsibility to provide medical and emergency care to all those involved in the event, including participants and spectators. User warrants to the District that all medical and emergency care will be appropriate and sufficient.
- **Non-commercial User** of district facilities is permitted use of school buildings and grounds pursuant to the Utah Civic Center statutes at UCA §§ 53A-3-413 and 414. Approval under this policy is a Permit under the Civic Center statutes and grants the district full legal immunity under the Governmental Immunity Act of Utah pursuant to § 63G-7-301. Non-commercial users are advised to obtain insurance to cover the user’s liability.
- **Commercial User** warrants that it maintains all legally required insurance. For the purposes of this agreement, user shall have Comprehensive General Liability Insurance covering the event in the amount of \$1,000,000.00 per occurrence and have the District named as an insured. One week prior to the event, the District will be provided with a Certificate of Insurance which will include the above stated amount showing the District has been added as an insured. Commercial users will not be allowed to rent a facility without a certificate of insurance.
- **Special Considerations-Commercial Film Productions**
Commercial film production applies to any agreement which allows the user to rehearse, create, and film any manner of production which captures, through the use of electronic or other media, the image of any facility, or district student or employee.
A commercial film production must obtain all necessary signed releases prior to using the image of any district student.
- **User** agrees to indemnify, hold harmless and defend the District, all its boards, officials, officers, employees’ agents and volunteers from any and all lawsuits, claims, damages, liabilities, costs and expenses including attorney fees, arising out of or in any way connected with this agreement, the Facility Use Agreement.
- **User** agrees to pay the District fees 10 days prior to each event. If insurance or fees are not paid, this agreement shall be null and void.

USER SIGNATURE: _____ **DATE:** _____

SECTION VI. APPROVALS/STIPULATIONS

BUILDING ADMIN SIGNATURE: _____ **DATE:** _____

FACILITY DIRECTOR SIGNATURE: _____ **DATE:** _____

DISTRICT REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

ROOM(S) ASSIGNED: _____

STIPULATIONS: _____

SECTION VII. ACCESS DENIED

REASON FOR DENIAL:
