

HELENA FLATS SCHOOL DISTRICT 15  
APPLICATION FOR USE OF SCHOOL FACILITY

Organization requesting facility use:  
Facility Requested:  
Date of Use & Day(s) of Week:

Hours of Use:            Purpose of Use:

Will there be an admission fee?            If so, how much?\_

Organization Representative:

Address:            Phone:

Equipment or apparatus needed by user:

The HELENA FLATS SCHOOL DISTRICT encourages the use of its facilities by the public. However, it is a district policy to give priority to the student use of the facilities. In this request, the right to cancel a facility use is reserved by the school district.

The use of the property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the facility. It is agreed that all rules and regulations for the use of the facility will be complied with and that all damage to the building or it's contents resulting from this use of the facility will be reimbursed to the district at the actual cost of repair or replacement.

The undersigned organization, by signature of its authorized representative, hereby guarantees that the organization shall indemnify, defend, and hold harmless the HELENA FLATS SCHOOL DISTRICT and any of its employees or agents from any and all liability, expenses, costs (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the aforementioned school facility. The undersigned further agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practice.

SIGNATURE            DATE\_

(ORGANIZATION REPRESENTATIVE)-----

SCHOOL USE ONLY

CIRCLE ONE:    APPROVED            DENIED  
SCHOOL OFFICIAL SIGNATURE - \_\_\_\_\_  
DATE:

1. Application requesting the use of school facility for **Group 1** must be presented to District Maintenance Supervisor for available times and approval. Application requesting the use of the school facility for **Group 2 & 3** must be presented to the District Administrator at least 10 days in advance of the time desired, and it must be signed by the President, Secretary, or qualified representative of the organization desiring the use of the building. Applicable fees will be collected by District Administrator.
2. The school premises shall not be available on school days before 5:00 P.M. except under special conditions.
3. Rental Fees are as follows:

**Group 1                      Group 2                      Group 3**

Gymnasium	No charge	\$30-1st 2 hrs. \$15-Add 2 hrs.	\$70.00	
Classroom	“	\$30.00	\$55.00	
Lunch Room	“	\$30.00	\$55.00	

Description of Group categories:

**Precedence goes to Helena Flats events or events that benefit HFS students.**

**Group 1 – Staffed** - Days and times that are normal work days for HFS staff.

**Group 2 – Unstaffed** – Days and times that are not normally staffed for HFS employees i.e. weekends, holidays. *A paid staff member must be available for supervision before entity is allowed to use facility.*

**Group 3** -- Local organizations sponsoring any activities for their own benefit or profit.

4. To insure the safety of everyone in the building, outside doors will be locked 30 minutes after the start of the activity.
5. The use of the school premises will be denied, when in the opinion of the Superintendent or the Board of Trustees, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or if the activity is deemed to be improper to hold in school buildings.
6. In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
7. The HELENA FLATS SCHOOL DISTRICT reserves the right to require a certificate of insurance from the renting agency. If a certificate is required, said certificate requirements are specified on the accompanying page. Organizations without a certificate of insurance will need to fill out a “facility use waiver”.
8. No furniture or apparatus shall be moved or displaced without permission.

9. No access to other rooms in the building shall be permitted unless designated by agreement.
10. There shall be no smoking within the school building. There shall be no narcotics, drugs, stimulants, or alcohol used or sold in or about the school buildings and premises, no profane language, quarreling, fighting, or gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
11. Wax or other preparations ordinarily used on dance floors is not to be used on gymnasium floors.
12. The superintendent will require a school employee to be present during use of the building by the non-school organization.
13. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of this facility use contract.

Rev: 2-21-2017

**Helena Flats**  
**School**

Facility Use  
Waiver

Activity:

I am an activity leader and will be using the Helena Flats School building. The privilege of using the building requires that I ensure that the facility will be treated with respect, equipment is put away, lights turned off, and locked when leaving. I will also ensure that those in attendance are supervised and sign the waiver. If students are in attendance, parents will sign the facility use waiver. Please note that school activities super cede any previously scheduled gym use by an outside group. The District will strive to eliminate any conflicts.

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Printed Gym Supervisor/Team Leader

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Signature and Date

