

BUILDING USE PROCEDURES

REVISED 06/30/2006

Each school will have a designated “building use” official, appointed by the principal. Each official will keep a calendar for building use. Contract and other forms are available on the web page.

School facilities are available for public use for **supervised** educational, cultural, recreational or community activities when such use does **not** interfere with the regular school program or school activity. USD may charge reasonable fees for the use of the school facilities so the district incurs no expense for that use. All building and/or facility requests that deviate from the approved fee schedule must be approved in advance by formal action of the Board of Education.

Any person or organization interested in renting a Uintah School District facility must complete a Building Use Contract, provide proof of insurance, and pay fees prior to the actual use of the building. (There is an exception for prior approved government agencies that need invoiced.) Refer to fee schedule for prices.

Applicant requesting the building must first check with the building use official, at the desired rental location, to determine availability. They must fill out a contract at the school and have it completed and signed. They must have an insurance binder attached to the contract. In some instances, at the discretion of the school building official, the cost of the school supervisor may be waived. In these instances, a completed waiver form must accompany the contract. The school building official should keep a copy of that contract, and other documentation on file for reference.

Once the building use contract has been completed by the applicant, and the school building use official has signed the contract and verified all information; the applicant will bring or mail all documents and the contract to the district office for billing or payment. Schools should keep a copy of the contract for school purposes. The District building official will email the school building official with confirmation once fees are collected. NOTE: Once the district building use official approves the contact, the school is bound by those dates. We cannot bump someone out because something comes up for the school unless all parties agree to it.

The school will make arrangements for the supervisor, technician, custodial, and any other requested and agreed upon services such as tables, chairs, microphones, piano, etc. The school will also contact the maintenance office regarding any needed HVAC arrangements or security and access. The district office will keep the original contract and all supporting documentation and handle all billing when necessary.

Any damage to the facility or equipment or any unforeseen charges should be documented and the documentation sent to the district office. The district office should also be notified regarding the in/out time of the event if they differ from the contract.

The district office will bill the responsible person or organization for the damage and/or unforeseen charges.

All pay vouchers for supervision, janitorial, or any other labor for building use must be approved by the building use official at each location and reviewed by the district office building use official. For billing purposes supervisors should list the activity on their time sheet and also specific start and end times

Please note kitchens cannot be used without a school cook on site. It is the responsibility of the school building official to coordinate kitchen help, with the district school foods coordinator. Also, trained school district personnel must be present when sound equipment or specialty equipment etc. is being used. Schools officials will make sure qualified employees are running the equipment to prevent damage. Rental of audio-visual equipment is not allowed.