

# COMMUNITY BUILDING USE CONTRACT

## Uintah School District

635 West 200 South  
Vernal, UT 84078

Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization/Company/Group/ Renter \_\_\_\_\_

Billing Address \_\_\_\_\_

Email Contact: \_\_\_\_\_ Emergency Contact #: \_\_\_\_\_

Have you rented from Uintah School District before? Yes  No

If yes list Organization/Name(s): \_\_\_\_\_

**Activity Supervisor:** (Renter may be required to provide adult supervisors; minimum age 21, to remain on premises at all times to supervise participants and attendees. # of supervisors determined by # participants/attendees)

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date	Entry time:	Exit time:

Event Description:

\_\_\_\_\_ -Approx # of participants

\_\_\_\_\_ -Approx # of Attendees:

Yes  No--- Is this an activity for K-12 youth?

Yes  No--- Will admission/participation fee be collected?

Type of entity/organization/company: (please check all that apply)

Non-Business  Government  Charitable  Not for Profit  Commercial/Business  MOU

District use only:

Supervisor Name: \_\_\_\_\_

Phone# \_\_\_\_\_

Technician name: \_\_\_\_\_

Phone# \_\_\_\_\_

HVAC # \_\_\_\_\_

<p><b>Facility:</b> _____</p> <p><b>Date:</b> _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Entry Time:</td> <td style="width: 75%;"></td> </tr> <tr> <td>Event Start Time:</td> <td></td> </tr> <tr> <td>Event End Time:</td> <td></td> </tr> <tr style="background-color: yellow;"> <td colspan="2" style="text-align: center; padding: 2px;">Your organization is responsible for cleaning up after your event.</td> </tr> <tr> <td>Exit Time:</td> <td></td> </tr> </table> <p><b>Rooms/Areas Needed:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Auditorium  <input type="checkbox"/> Little Theater  <input type="checkbox"/> Gym  <input type="checkbox"/> Wrestling Room  <input type="checkbox"/> Field                 </td> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Cafeteria  <input type="checkbox"/> Kitchen (Must hire USD cook)  <input type="checkbox"/> Classroom _____  <input type="checkbox"/> Classroom _____  <input type="checkbox"/> Other _____                 </td> </tr> </table>	Entry Time:		Event Start Time:		Event End Time:		Your organization is responsible for cleaning up after your event.		Exit Time:		<input type="checkbox"/> Auditorium <input type="checkbox"/> Little Theater <input type="checkbox"/> Gym <input type="checkbox"/> Wrestling Room <input type="checkbox"/> Field	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen (Must hire USD cook) <input type="checkbox"/> Classroom _____ <input type="checkbox"/> Classroom _____ <input type="checkbox"/> Other _____	<p><b>Tech Needed:</b> <u>Yes / No</u> (circle one)</p> <p><b>Tech Hours:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Start:</td> <td style="width: 75%;"></td> </tr> <tr> <td>End:</td> <td></td> </tr> </table> <p><b>Equipment needed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microphone</li> <li><input type="checkbox"/> Spotlight</li> <li><input type="checkbox"/> Piano</li> <li><input type="checkbox"/> Tables</li> <li><input type="checkbox"/> Chairs</li> <li><input type="checkbox"/> Computer Lab*</li> <li><input type="checkbox"/> Stage Lights*</li> <li><input type="checkbox"/> House Sound System*</li> <li><input type="checkbox"/> Other _____</li> </ul> <p><b>Notes:</b></p> <p style="font-size: small; margin-top: 20px;">*A USD technician must be hired when using this equipment.</p>	Start:		End:	
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Facility(s) Requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Entry Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Total Hours Use: \_\_\_\_\_

Facility (Current Fee) Per hour	Non-Business/Events Involving K-12 Kids	Gov/Charitable Not- For Profit	Commercial or Fee Charged	Hours	Total \$
Auditorium	No Fee	\$40	\$40		
Little Theatre	No Fee	\$40	\$40		
Auditorium Sound (Tech must be present)	No Fee	\$15	\$15		
Auditorium Lights (Tech must be present)	\$25	\$25	\$25		
Gymnasium - UHS/VJH/VMS	No Fee	\$40	\$40		
Gymnasium - Elementary Schools	No Fee	\$40	\$40		
Field - Non-turf	No Fee	\$40	\$40		
Stadium (Includes track and football field)	\$75	\$75	\$150		
Stadium With Press Box (Tech must be present)	Add'l \$15	Add'l \$15	Add'l \$25		
Field - General Area	No Fee	\$40	\$40		
Tennis Courts	No Fee	\$40	\$40		
Parking Lot	No Fee	\$40	\$40		
Cafeteria/Commons	No Fee	\$40	\$40		
Kitchen (Must have USD cook present)	No Fee	\$40	\$40		
Classroom - 1st	No Fee	\$10	\$10		
Classroom - Additional	No Fee	\$10	\$10		
Dance Room	No Fee	\$40	\$40		
Turf Farm (By VMS)	No Fee	\$40	\$40		
UHS Athletic Center	\$50	\$50	\$150		
Wrestling Room	No Fee	\$40	\$40		
Weight Room	No Fee	\$40	\$40		
Computer Lab (Tech must be present) (\$40)	No Fee	\$40	\$40		
Science Lab	No Fee	\$40	\$40		
Vocational Shop	\$10	\$40	\$40		
Outdoor Lights Flat Fee	\$300	\$300	\$300		
<b>Total Rental Fee</b>				\$	

Personnel Per hour	Events involving K-12 Kids	Gov/Charitable Not-For Profit(Kids)	Commercial or Fee Charged	Hours	Total \$
Cleaning Fee Deposit (refundable)	\$100	\$100	\$100		
Building Use Supervisor	\$27	\$27	\$27		
Custodial Staff	\$27	\$27	\$27		
Kitchen Staff	\$27	\$27	\$27		
Light/Sound Technician	\$27	\$27	\$27		
Security/Police/Fire	Actual Cost	Actual Cost	Actual Cost		
Above Positions- Holiday, School Holiday Break, Sunday	\$40	\$40	\$40		
<b>Total Personnel Fee</b>				\$	

**Total Fees Due: \$** \_\_\_\_\_

Make Check Payable to: Uintah School District (There will be a \$25 fee for all checks returned Insufficient Funds)  
 All Documents and Payments must be Delivered to the District Office 635 West 200 South, Prior to Scheduling Event.

Approved By Building Use Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Karyn Harvey 435-781-3100 Ext 1027 Email: [karyn.harvey@uintah.net](mailto:karyn.harvey@uintah.net)

# Building Rental General Regulations

Please initial each item, stating you have read, understand and agree.

1. \_\_\_\_\_ The request for school facilities shall not interfere or conflict with any Uintah School District educational or personal programs.
2. \_\_\_\_\_ Rental Contract is non-transferrable.
3. \_\_\_\_\_ Applicant is aware that use of school district facilities is to be used at each person's own risk. **State code 63G-7-301** provides the School District immunity and its employee's immunity for use of school district facilities and grounds.
4. \_\_\_\_\_ Applicant or entity that is permitted to use school facilities or grounds can choose whether or not property and liability insurance should be purchased. If the person or entity does not secure property insurance, State of Utah Risk Management may legally pursue the entity if property damage occur.
5. \_\_\_\_\_ The district assumes no liability for personal injury or property damage. Persons or organizations using any part of the school properties are strongly encouraged to obtain public liability insurance. District insurance protects only the District, see #3 above.
6. \_\_\_\_\_ Unauthorized use of USD facilities will result in individuals or groups being required to leave the facility or grounds
7. \_\_\_\_\_ Smoking or the possession or use of alcohol, tobacco, and narcotics shall not be permitted within 1,000 feet of any school district facilities, or district property.
8. \_\_\_\_\_ Shoes with cleats or plates or shoes that cause damage are not permitted in school buildings.
9. \_\_\_\_\_ Arrangements for any special equipment, facilities, or personnel shall be made at the time the rental contract is issued (minimum 21 days in advance)
10. \_\_\_\_\_ Electrical equipment cannot be used without specific approval of the district building use Coordinator.
11. \_\_\_\_\_ Use of materials, on the walls, floors, or other parts of the building are prohibited without special approval from the District Building Use Coordinator.
12. \_\_\_\_\_ No outside properties or equipment may be brought into the building without prior written approval by District Building Use Coordinator and equipment shall be removed immediately following use of the building. The school board or its agent is not responsible for damages to such property and equipment.
13. \_\_\_\_\_ Renters must provide adequate adult activity supervisors who will be on the premises during the entire rental period. These renter-designed supervisors shall be responsible to see that all building rental rules, regulations, laws are adhered to by participants and those attending; any violations will be reported to the District Building Use Coordinator. The adult activity supervisor will be available to resolve any issues that arise during event or may be reported by school representative. A representative of the school district, usually a Building Use Supervisor, will be present on the school property the entire time period whenever an authorized activity is taking place, will secure the building, and will report violations. If the custodian is pulled away from duties excessively, additional charges may be levied. The USD or its representative is not liable or responsible for any criminal activity that takes place during the activity.
14. \_\_\_\_\_ Whenever the rules and regulations have been violated, the District Building Use Coordinator and School Board may revoke the permit to use the facilities and refuse to consider future building rental agreement permits.
15. \_\_\_\_\_ All building rental agreements/permits are for specific facilities and hours. It is the responsibility of the applicant to see the unauthorized portions of the properties are not used and the premises are vacated as scheduled.
16. \_\_\_\_\_ Additional fees may be levied equal to the actual replacement, repair, or clean-up cost for any loss, damage, or condition resulting from any activity above normal wear and tear. Any custodial clean up above normal wear and tear will be billed as an extra charge and applicant will be personally responsible for costs and damages. Applicant agrees to pay all damages done to the buildings, including floors, grounds, or equipment during and because of activity.
17. \_\_\_\_\_ Persons or organizations using the school premises, including a stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counter weights system, or switchboard except when under the direct supervision of the designated school employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished with the application.
18. \_\_\_\_\_ A food service employee approved by the Director of Food Service must be present any time a kitchen is used. The food service employee will be paid per salary schedule. The sale of concessions requires supervision by a person licensed with "food handler permit."
19. \_\_\_\_\_ All fees and wages for district personnel need to be submitted with the application. If additional charges are levied by the school or district they are due within 10 days of being invoiced. Rental event will not be place on the schedule until payment and contract is received.

*I have read the contract and regulations above governing use of Uintah School District facilities and agree to abide by them.*

Print Applicant Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name/Organization: \_\_\_\_\_

## Community Use Cleaning Checklist

<b>CLASSROOMS (If applicable)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Classrooms need to be returned to original order		
Floors are vacuumed		
Teachers white board is left as they were		
Garbage cans are empty		
Lights are turned off		

<b>AUDITORIUM (If applicable)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Stage is cleaned off of any garbage and swept		
Seat aisles have been walked through garbage is cleaned up		
Auditorium has been vacuumed		
Garbage cans are empty		
Lights are turned off		

<b>FOYER (If applicable)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Floors have been vacuumed		
Garbage cans have been emptied		
Lights are turned off		

<b>CAFETERIA (If applicable)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Tables have been cleaned off, ones used have been washed		
Floors are swept and mopped		
Garbage cans have been emptied		
Lights are turned off		

<b>GYM (If applicable)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Floors have swept and mopped		
Garbage can have been empty		
Lights are turned off		

<b>BATHROOMS (SUPERVISORS WILL CLEAN, RENTER WILL VERIFY)</b>	<b>RENTERS INITIALS</b>	<b>SUPERVIORS INITIALS</b>
Stall and sinks have been cleaned		
Floors have been swept and mopped		
Garbage cans have been empties		
Lights will turn off automatically		

All items must be checked and verified by both the renter and the supervisor  
Fill out only what it is applicable to your event