

Use of school property and equipment by the community, and in some cases individuals, is permissible.

However, since considerable funds are invested in property and equipment, the St. Maries Joint School District No. 41 Board of Trustees has implemented the following guidelines to ensure proper care of District property.

The Superintendent will decide by whom and specifically what District owned property may be used and will establish reasonable rules and regulations to ensure proper care of District property. Said rules and regulations include but are not limited to:

1. No District facility may be used for personal gain unless user or users pay a reasonable fee. In no event will District equipment be used for personal gain;
2. Organizations, corporations, or private businesses who use school equipment will have to assume full liability for equipment while in their custody;
3. When any gym facility is used, an employee of the District or an adult approved by the Superintendent or principal must be present;
4. Building use fees will be waived annually depending on building action for those programs supported as community education projects;
5. The user or users are responsible to make certain that adult supervision approved by the Superintendent or principal is maintained at all times;
6. The user or users must leave the facility and/or equipment in good condition and working order ready for school use. Violation will result in future denial of use;
7. The user or users must pay, or otherwise make compensation, for any damage resulting during use;
8. As is outlined in the Contract for Use of St. Maries Joint School District No. 41 Facilities, all users will agree to indemnify, protect, save, and keep the District harmless of and free from any losses, damages, injuries, claims, demands, and expenses, including legal expenses, arising out of the use by the User of any facilities or equipment owned by the District; and
9. The Board of Trustees and District officials reserve the right to deny usage by any party or individual as District use remains top priority.

CONTRACT FOR USE OF  
ST. MARIES JOINT SCHOOL DISTRICT NO. 41 FACILITIES

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as "User", and St. Maries Joint School District No. 41, hereinafter referred to as "District", for the use of the following District facilities:

Facilities to Be Used \_\_\_\_\_  
(Building Location):

Specific Room(s) to Be \_\_\_\_\_  
Used:

Purpose of Use: \_\_\_\_\_

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

User Address: \_\_\_\_\_

User Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Coaches (please list \_\_\_\_\_  
coaches who will need a  
Fob)

The undersigned, being an agent of the above-named User, and on behalf of the User, does hereby agree to indemnify, protect, save, and keep the District harmless of and free from any losses, damages, injuries, claims, demands, and expenses, including legal expenses, arising out of the use by the User of any facilities owned by the District.

The Building Principal responsible for the building or facilities being utilized shall be immediately responsible for the control of the building(s) and facilities, including maintaining accurate information as to who is using the facilities and for what purposes.

Request for use of the building or facilities for a fundraising project that is not sponsored as a school activity must be cleared through the St. Maries Joint School District Office located at 240 S. 11<sup>th</sup> Street, St. Maries, Idaho.

The User agrees to the following terms and conditions for the use of the specified facilities:

1. Under no circumstance shall the school equipment such as balls, P.E. equipment, scooters, etc. be used. The user should supply all needed equipment with the exception of volleyball nets.
2. If bleachers are needed, a request for the bleachers to be opened must be made a minimum of one (1) business day prior to use of the facility. Under no circumstance should a coach/user operate the bleachers.
3. Under no circumstance shall the user leave equipment for storage. The District does not have room for storage of additional equipment, nor will the District be responsible for lost or damaged equipment left at the facility.
4. User will clean the facilities upon completion of the activity. This process should include but not be limited to: sweeping floors, checking stage, restrooms, and full area for personal items left behind by participants.
5. User will pay for any damages that occur while using the facilities.
6. Any people who are not part of the User's group will not be allowed to loiter around or in the facilities being used. Nonparticipating children, siblings, etc. should not be in attendance and under no circumstance shall have access to other parts of the facility.
7. Upon leaving the building and facilities, all doors, windows, gates, etc., will be checked and secured and all doors locked by the User. If appropriate, all security systems will be properly armed. User should ensure that no door has been blocked open after use.
8. All lights will be turned off and heat settings returned to non-occupied settings when the activities are completed.
9. Users will be responsible for meeting approved expectations for the building and facilities during their use.
10. No authorized person or persons will be allowed to remain in the building or facilities at the completion of the activity.
11. No District facility may be used for personal gain unless user or users pay a reasonable fee. The fee currently set by the Board of Trustees is Ten Dollars (\$10.00) per hour.

#### Facility Security

Fobs will be issued to each approved coach/user. Fob expectations are as follows and disregard for these expectations will be grounds for forfeit of privilege:

1. After a fob has been issued, it is the responsibility of the coach/user to ensure that the fob works a minimum of one (1) business day prior to the event. Please report defective fobs to the District office (208) 245-2579.
2. The fobs should not be used for access to any building or at any time that is not appropriately scheduled. The fob is not access to the facilities for private use. Facility use should be as approved and scheduled ONLY.
3. Fobs are not to be use or lent to anyone other than the approved user.
4. Lost or missing fob should be reported immediately.

### Scheduling

The first step in using any facility in the District is completing the form included in this policy and submitting the completed form, as well as proof of insurance including St. Maries Joint School District as the Other Insured. No facility should be scheduled until this process is complete.

Heyburn and St. Maries Middle School gym schedules are available for viewing at the St. Maries Joint School District #41's web site: [www.sd41.org](http://www.sd41.org)

Gym time is in great demand. In order to provide equitable access to the gyms, scheduling will be conducted in the following manner. Please communicate with the building secretaries through email only.

1. Each team will be allocated a maximum of three (3) hours a week.
2. In order to meet the needs of school teams and programs, no gym will be available prior to 6:00 p.m. on school days.
3. Gym time will not be scheduled after 9:00 p.m. on any night.
4. Users should check gym availability at the St. Maries Joint School District Site: [www.sd41.org](http://www.sd41.org) and email the building secretary to be placed on the schedule. The building secretary will add approved practices to the calendar within forty-eight (48) business hours of the request. The User can check the updated schedule to verify the schedule.
5. If you must reschedule facility use, please notify the building secretary as soon as possible in order to allow others the opportunity to use the facility.

All Fobs are to be returned to the appropriate school within three (3) days of use.

KITCHEN FACILITY USE AGREEMENT

Hour(s) of KITCHEN activity:

(Monday)	From _____	am/pm	To _____	am/pm
(Tuesday)	From _____	am/pm	To _____	am/pm
(Wednesday)	From _____	am/pm	To _____	am/pm
(Thursday)	From _____	am/pm	To _____	am/pm
(Friday)	From _____	am/pm	To _____	am/pm
(Saturday)	From _____	am/pm	To _____	am/pm
(Sunday)	From _____	am/pm	To _____	am/pm

District Employee/Supervisor \_\_\_\_\_

1. All food will be handled in accordance with Panhandle Health Guidelines. One person preparing food must have an Idaho Food Handlers License.
2. It is required that an authorized School District employee will be present, for supervisory purposes only, during the activity. This may require an additional fee. A waiver of this fee may apply if a School District administrator and/or designee is on-site providing supervision.
3. User shall not admit a larger number of individuals than can lawfully, safely and freely move about the facility.
4. All consumable supplies (i.e. napkins, paper plates, condiments, food) are owned by the St. Maries Food Service Department. Because the use of these supplies is restricted, the walk-in freezer, cooler, and storeroom may be restricted from use and kept locked. A fee will be assessed if any such items are missing.
5. Any utensils and equipment used should be treated with care and properly used. After usage, they should be cleaned, air dried, and put back in their original location.
6. Absolutely no food or containers are to be left in the facility area without prior permission. Any such unauthorized items will be deemed trash and discarded.
7. Dish towels are not provided.
8. There is to be no food or residue left on counters, stovetop, oven, sink or floor.
9. Please clean stovetop, wipe down the oven and wash all surface counter areas. Food safe cleaners must be used to clean these surfaces and will not be provided by the St. Maries Food Service Department.
10. All floors must be mopped and swept after usage. Mop, broom and cleaning supplies must be provided by the renter. St. Maries Food Service Department will not provide these.
11. All trash must be disposed and not left in the facility. Trash bags will be provided by the renter and not supplied by the St. Maries Food Service Department.
12. Please read and follow all signs posted in the kitchen and observe location of fire extinguisher.
13. The proper start and shut down of the dishwashing machine must be followed based on the signs on the dishwashing machine. If equipment is damaged due to improper usage renter will be responsible for all damages.

- 14. One sink in the kitchen is designated for food preparation only. Please observe the signs and do not use this sink for anything other than the preparation of food.
- 15. The School District is not responsible for any liability, including illness, incurred as a result of the use of these facilities. A Certificate of Insurance liability waiver must be provided.
- 16. When finished, please make sure the kitchen is clean and in orderly condition. If the facility area is not left in the same or similar condition, additional fees may be assessed.

The following Board Policies govern and control the use of District facilities:

- 1. Board Policy 802.03 – Use of School Property and Equipment
- 2. Board Policy 802.04 – Fee for Use of School Buildings
- 3. Board Policy 802.06 – Community Use of High School Gym

ST. MARIES JOINT  
SCHOOL DISTRICT NO. 41

USER:

By: \_\_\_\_\_  
Superintendent/Building Principal

By: \_\_\_\_\_  
Authorized Agent

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**BUILDING KEY DISTRIBUTION**

Fob Issued to: \_\_\_\_\_

Number of Fobs Issued: \_\_\_\_\_

Fob Numbers: \_\_\_\_\_

Issued to: \_\_\_\_\_

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

Date Keys Returned: \_\_\_\_\_

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	07/12/1976
Reviewed:	11/11/1985
Amended:	11/11/1985
Reviewed:	08/04/2008
Reviewed:	04/15/2013
Amended:	04/15/2013
Reviewed:	09/09/2013
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Reviewed:	10/16/2017
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Reviewed:	01/10/2022
Amended:	01/10/2022
Reviewed:	09/19/2022
Amended:	09/19/2022
Reviewed:	11/21/2022