

Rogers School District Facility Use & Rental Application
(all information is required)

Date of Application: _____

Organization/Individual requesting facility: _____

Business Address: _____ Business Phone: _____

Contact Person: _____ Home address: _____

Home telephone: _____ Cell Phone: _____ Email address: _____

Applicant's Status: Individual Organization/Group Corporation

Type of Organization: School For-Profit Non-Profit Non-Profit ID: _____

Facility and Campus Requested: _____

Purpose of activity/event: _____

Is this a school/school sponsored event? Yes No Will an admission fee be charged for this event? : Yes No

If yes, specify amount and what proceeds will benefit: _____

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Setup Start Time: _____ Cleanup/Breakdown End Time: _____

Equipment/Services requested: Head Table: Display Table: Podium: Microphone: *VCR/DVD:

*Projector: *Doc Camera: Kitchen Facility: (requires additional fees and approval of Food Services Director).

Number of additional tables needed: _____ Number of additional chairs/seats needed: _____

Attendance: Adults: _____ + Teens: _____ + Children: _____ = Total _____

Additional Information

Rental applications must be submitted no less than 14 business days prior to the requested event. All rental applications are submitted to through the district Central Administration Office. A deposit of 10% of estimated fees and costs is due at the time the event is approved and the facility is reserved. If the event is cancelled by the organization, the deposit is non-refundable.

- If the request made is for use during summer or holiday breaks, the approved location may be assigned by the district according to activity needs and maintenance schedules.
- Checks or money orders can be made out to Rogers Public School District and submitted to:

Dan Caley
Rogers Public Schools
500 W. Walnut
Rogers, AR 72756
- Final confirmation, billing and invoicing notifications will be made via email.
- Full payment of all initial estimated fees is due seven (7) business days prior to the start of the first day of scheduled use.

*Item may only be provided by the District during rental of a high school facility.

Rogers School District Facility Use Rules and Agreement

PERMISSIBLE use of the Rogers School District's facilities is contingent upon the proposed and actual use of the facilities complying with applicable Federal and State laws and any local ordinances that may apply and are also permitted and governed by school district policies, regulations and the current Facility Use fee schedule. Failure to abide by any district policy, regulation, guidelines or any of the Facility Use Agreement Form may result in the immediate termination of the organization's/individual's activity, closure of the facility and denial of future event requests.

FEES Payment is required for scheduling use of school district personnel, buildings, equipment and facilities. A deposit of 10% of estimated fees and costs is due at the time the event is approved and the facility is reserved. If the event is cancelled by the organization, the deposit is non-refundable. A payment equal to 100% of estimated labor costs and 100% of estimated rent is due no later than seven (7) working days prior to the event unless otherwise noted in the agreement. Failure to make payment may result in cancellation of the event. The agreement is not considered binding unless fees are paid. Rental fees will be charged according to the district policy (see fee schedule). PLEASE MAKE CHECKS PAYABLE TO ROGERS SCHOOL DISTRICT for all use.

CHANGES Any changes to the agreed upon time and school location must be negotiated a minimum of one (1) week before the scheduled event. Both parties must sign agreement of the changes on the Facility Use form.

CANCELLATIONS If a need arises to cancel the scheduled event, immediate notification will be made to the District by the "Responsible Person". Any deposits and fees already paid will be reimbursed to the "Responsible Person" with the exception of the non-refundable application fee. The District reserves the right to cancel any event/request due to inclement weather. In the event of a cancellation due to inclement weather, the organization/individual will be given the option of rescheduling the event if the facility is available and at the discretion of the district. The district reserves the right to cancel/suspend the event without prior notice when a conflicting district or school need to use the facility arises after issuance of the permit.

HOURS The hours of use and specific locations of use will be stipulated on the agreement form. All groups must adhere to the hours and locations stated in the agreement and will be vacated from the facility at the expiration of the authorized use period.

PROHIBITED ACTIVITIES on school property, including but not limited to, are prohibited anywhere on school property including inside and outside of buildings or inside of vehicles on school property whether parked, stopped or moving. The following activities are not permitted on school property: use of tobacco in any form, consumption or possession of alcoholic beverages, use or possession of drugs exclusive of legally obtained prescription drugs and over the counter medications, use or possession of firearms and/or ammunition, use or possession of incendiary devices, knives or other weapons, overnight camping, public urination and gambling. Failure to comply will result in immediate cancellation of the event and request to leave the facility and grounds.

LIABILITY The renting organization/individual agrees to indemnify and hold harmless the district, its agents, employees or any other person against loss or expense including attorney's fees by the reason of bodily injury, property damage or personal injury arising out of the sole negligence of the renting organization/individual or its employees. This agreement applies to the organization's/individual's use of district facilities or any other obligation which the organization/individual has arising out of the district's premises or operations. It is further understood that the organization/individual shall, in the option of the district, defend with the appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel in defense of any suit arising hereunder.

INSURANCE It is further understood and agreed that the organization/individual will provide, at the discretion and/or request of the district, an insurance policy for the aforementioned for any and all arising from or arising out of an occurrence resulting from the activities of staff persons or other persons who supervise or participate in said program and in the amount not less than \$100,000.00 for all claims arising out of a single occurrence. The district reserves the right to require additional liability coverage depending on the nature of the scheduled event. Such insurance provided to the finance office will be given at least 30 days advance written notice to the district prior to cancellation, material change or non-renewal of the insurance.

PRECEDING THE EVENT THE ORGANIZATION AGREES TO FURNISH A CERTIFICATE EVIDENCING SUCH INSURANCE TO THE DISTRICT FINANCE OFFICE. (FAILURE TO PROVIDE CERTIFICATE WILL CANCEL EVENT.) Certificate shall include therein or by endorsement thereon:

1. The school district and all other persons intended to be covered by said insurance and as specified above are recognized as additional insureds but only as respects to this agreement.
2. The policy or policies covered by this certificate shall be considered as primary insurance and exclusive of any insurance carried by said school district or other persons intended to be benefited by said coverage, and the insurance evidenced by this certificate shall be exhausted first not withstanding the fact that said school district and the other persons aforementioned may have other valid and collectible insurance covering the same risk.
3. This policy shall not be cancelled nor reduced in coverage until after 30 days written notice of such cancellation or reduction in coverage shall have been mailed to the Rogers Public School District finance office.

CONDITION OF FACILITY AND LIABILITY A user will not damage facilities or equipment and will ensure that the facility is cleaned and free from litter at the end of the period usage. The user will be responsible for the cost of repair or damage and for the cleaning of used spaces and removal of litter caused by the use of the facility. Failure of the organization/group/individual to meet this obligation within thirty (30) days of billing will be cause to deny that organization/group/individual from further use of school facilities and may be cause for the initiating of legal action against the offender. In the event of any suit or action on this agreement the renting organization/group/individual or designated representative agrees to pay such additional sum(s) as the court may adjudge reasonable to the allowed plaintiff therein for the legal fees and if an appeal is taken in any such suit or action, such further sum as the appellate court may deem reasonable as plaintiff's attorney's fees on such appeal.

I certify that I am the Applicant or authorized representative of Applicant and that the information I've provided above is true and correct. Applicant agrees to the Rules of Conditions of Use. If requested, I will provide identification and/or proof of authorization to act on behalf of Applicant.

Applicant's Signature

Date