

RENTAL AGREEMENT FOR USE OF SCHOOL PROPERTY OR PREMISES

Park County School District Number One
Powell, Wyoming

Date: _____

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are hereinafter referred to as LESSEE, shall at all times keep such premises and property in a clean, sightly, and healthy condition and shall not use or suffer or permit any person or persons to in any manner whatsoever use said premises or property for any purpose in violation of the laws of the United States and State of Wyoming or ordinances and regulations of the City of Powell or any lawful authority. Upon the expiration of any lease, right, or permit to use such premises or property, such LESSEE shall yield and surrender back to the school all of said premises and property in the same condition of cleanliness, repair, and sightliness as when received except for reasonable wear-and-tear.

In the event said premises and property are not kept in a clean, sightly, and healthy condition or are not surrendered back to the school in the same condition of cleanliness, repair, and sightliness as when received, the school may replace such premises and property to the same condition of repair, sightliness, healthfulness, and cleanliness as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use such premises and property, to pay to the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property, together with all costs and attorney fees incurred by the school in collecting the amount thereof from LESSEE.

The LESSEE has read and agrees to abide by the insurance requirements as set forth in the District Policy and the rental fee listed below for use of the _____ (facility) between the hours of _____ and _____ on _____ date(s).

Insurance policy information (please provide proof of insurance listing PCSD#1 as additional insured)

Lessee

Representative (printed/typed)

Address

(City, State)

Phone Number

E-mail Address

Signature of Lessee

Title of Lessee

Coordinator of Business Services
Park County School District Number One

Fees Assigned:

Custodial _____ hrs @ _____ = _____

Lighting/Sound Personnel _____ hrs @ _____ = _____

Rental (Class _____) = _____

Cafeteria (_____) = _____

Total = _____

Payment Received \$ _____

Date of Payment: _____

Additional Information: _____

CONDITIONS OF FACILITY USE

1. In case of emergencies, where willful endangerment, injury, and/or fire occur, the using agency shall notify the Powell Police Department (307) 754-2212 or call 911 for assistance. The using agency shall then notify school authorities using the Emergency On Call number (307) 202-0828.
2. In case of mechanical, electrical, water, or sewage emergencies or related emergencies, the custodian on duty shall be notified. If the custodian is not available, the Emergency Call-Out list shall be used. In each case (#1 & #2), a detailed report shall be made available to the police department, insurance company, and the School District addressed to the Coordinator of Business Services.
3. Whenever any group or organization is permitted to use a District facility or equipment, the Coordinator of Business Services shall determine the type of supervision necessary for the activity and assess the cost deemed appropriate.
4. Permission shall not be granted for the use of any District facility or equipment which would in any manner whatsoever interfere with or impede the conducting of school activities.
5. No school or facility of the District shall be used for any purpose which could result in picketing, rioting, disturbance of the peace, or damage to property, or for any activity which would cast, in any manner whatsoever through its content, an inappropriate reflection upon the race, creed, or color of any citizen of the United States.
6. No permission for use of any District building or facility shall be granted for meetings or activities of any group whose purpose is to subvert or overthrow by violent or unlawful means the government of the United States or the State of Wyoming.
7. Alcoholic beverages and/or illegal drugs are not allowed on school grounds or within the legal boundaries of District facilities at any time.
8. Use of tobacco is prohibited on school grounds and within all facilities of the District.
9. No school building or District facility shall be used for any purpose prohibited by city, state, or Federal law.
10. All persons and groups using or renting school premises or property shall assume responsibility for all damages that occur while said property or premises are being used or rented. The user shall pay the cost that may be incurred by the District in making needed repairs and replacements.
11. Any individual, group, or organization using school property as provided under this policy or for other purposes shall hold the Board of Trustees, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, costs, or expense that may arise during, or be in any way caused by, such use of occupancy of school property. When using school facilities, those organizations will be required to furnish insurance coverage as specified in Board Policy Regulation DFB/KF. A certificate of liability insurance will be furnished to the Coordinator of Business Services.
12. The District reserves the right to deny access or cancel permission for use of any facility if:
 - Danger exists which would result in possible damage to school property or to people.
 - The user violates fire and electrical codes of the State of Wyoming.
 - The user fails to furnish the insurance required or fails to pay rental, custodial, or damage costs.
 - The user violates any aspect of the agreement.

Signature _____

Date _____

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INFORMATION SHEET
School Property or Premises

Name of group requesting use _____

Person making request _____

Local person in charge of activity _____

Address _____ Phone _____

Group is: school related church related public

Admission fee charged Ticket prices _____

Dates of use: _____

Hours of day: start _____ end _____ on _____ (date)

Hours of day: start _____ end _____ on _____ (date)

Hours of day: start _____ end _____ on _____ (date)

Building open at _____ Auditorium open at _____

Check the areas needed:

Auditorium Stage Gym Commons Classroom

Dressing Rooms how many _____

Warm up Rooms how many _____

Other areas explain _____

Check out equipment needed: (issued through Powell High School)*if applicable

- | | |
|--------------------|--------------------------|
| Podium | Microphone |
| Flags | Movie Screen |
| Grand Piano | Upright Piano |
| Gold House Curtain | Silver Olio |
| Red Drape Midstage | Black Drape at Rear |
| Sky Cloth | Black Legs (4 available) |

Lighting/Sound Requirements:

Describe lighting/sound needs _____

Followspot Special spotlights _____

Colored Borderlights other _____

Any additional needs: _____

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RULES AND REGULATIONS
For use of auditorium and stage

1. The teacher or chairman of any group wishing to use the auditorium will make the request for use in advance through the Powell High School Activity Director/Designee to facilitate scheduling and avoid conflicts of use.
2. Persons wishing to use the facilities will make their needs for lighting, curtains, microphone, podium, flags, etc. known to the stage manager three days before use time. A check form is available for this purpose.
3. The scheduled times for rehearsals and performance as requested will be followed strictly. There will be no special or extra rehearsals.
4. Sponsors of groups using the facilities will be responsible for supervising the conduct of their own group members, audience, and children.
5. The stage manager, or drama director, will supervise the use of the stage and all related equipment.
6. The lighting technicians will set up, adjust and control the lighting and sound.
7. Sound effects, recorded music and other special equipment will be provided by the group using the auditorium.
8. The Grand piano will be available only by special permission and consent of the music department.
9. No smoking will be allowed on school property.
10. No drinks, liquids, or foods will be allowed onstage or in the auditorium.
11. No whipped cream, cream pies, shaving cream, soap suds, glitter or similar materials will be allowed.
12. No pinning or fastening of signs, banners, etc. to draperies will be allowed. Pipe battens are available for hanging purposes.
13. No firecrackers, pistol blanks, or caps are to be used on stage or in the auditorium.
14. No running, games or horseplay backstage, in the auditorium, hallways, or lobby will be tolerated.