

Community Use of School Facilities

Ashland Elementary School and its related facilities are an asset to the community. As such, the facilities will be made available to the community when requested provided that:

1. the facility is not scheduled for use by the school or other group;
2. the event/activity does not constitute a public nuisance;
3. the request does not represent excessive use by a single organization; and,
4. the requesting individual or group agrees to abide by all rules and regulations governing the use of the facilities.

Any individual or group requesting the use of school facilities shall submit a completed Use of Facilities Request Form and a Hold Harmless Certificate for Facility Use to the principal of Ashland Elementary School. This request shall be submitted to the principal no fewer than 14 days in advance of the date(s) that is requested. This form will be available at the principal's office. The principal's approval shall guarantee the availability of the facility. Each group requesting use of the facility shall identify the group's contact person.

The rental fee is \$25.00 per hour or \$100.00 per day. The fee may be waived at the discretion of the Principal, for non-profit and municipal organizations.

Custodial coverage is required for all events/activities sponsored by non-school or non-municipal groups. The cost of this coverage shall be the responsibility of the individual/group sponsoring the event. The fee for this coverage shall be determined on an hourly basis based upon the total hourly cost of the custodian assigned.

If deemed necessary by the principal or stipulated in state law, police coverage must be provided. The cost of this coverage shall be borne by those requesting use of the facility. All county, state, and local fire and safety regulations must be observed at all times.

A security deposit of \$75.00 is required of all non-school or non-municipal groups. Individuals/groups using the facility shall make a reasonable effort to leave the facility in the same condition as it was found. This deposit will be returned contingent upon the condition in which the facility is left. Any damage(s) exceeding the \$75.00 security deposit shall be the responsibility of the individual/group that submitted the request.

There shall be no smoking or use of other tobacco products on school grounds nor will alcoholic beverages be allowed anywhere on school property.

Any non-municipal individual or group must provide evidence of insurance. The insurance shall be a comprehensive general liability policy that includes coverage for premises and operations, from property damage and personal injury. The policy will state coverage have not less than one million dollars per occurrence. The Ashland School District will be named as an additional insured on required insurance policy and be provided with a certificate of insurance prior to the day of use. Workers' Compensation insurance must be provided as statutorily required.

In consideration for allowing the rental/use of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the individual or group hereby covenants and agrees at all times to indemnify and hold harmless the school district, its school board officers, and employees, to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities, by the individual or group, its officers, employees, agents, representative, contractors, customers, guests, and invites.

The principal shall have the discretion to rule on all matters not covered by this policy.

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