

**CALDWELL SCHOOL DISTRICT No. 132**

**STAFF USAGE CONTRACT**  
**FOR DISTRICT FACILITIES**

General Requirements

1. The Superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The Superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.
2. The approved applicant must agree to:
  - a. Save and hold harmless the district;
  - b. Assume full responsibility for all liabilities arising incident to occupancy or use;
  - c. Repair or replace any damage to the facility or equipment incurred as a result of the use of rental of the district facilities;
  - d. Assume responsibility for any theft that may occur as a result of using the facility;
  - e. Assume responsibility of ensuring that a staff member is present at all times and will be responsible for all attendees at event;
  - f. Ensure that a district weight room is not entered at any time;
  - g. Ensure that all small children are supervised and confined at all times to the area being used;
  - h. Assume responsibility that the area will be cleaned prior to leaving;
  - i. Accept that privileges can be and will be lost if the above rules and guidelines are not followed during occupancy of the facility.

By signing below, applicant agrees that he/she has read and understands this policy as it is stated.

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