Potlatch School District # 285

130 6th Street, Potlatch, ID 83855 Phone: (208) 875-0327 FAX: (208) 875-2560

RENTAL AGREEMENT

Please select the school you wish to rent.		
Potlatch Elementary School	Equipment	
,	= =	
Potlatch Junior/Senior High School		
Name of individual or group		
Address	Phone Number	
Contact Person	Phone Number	
Tier 1 Organization (School-Affiliated Club):	Yes	_ No
Tier 2 Organization (Non-Profit):	Yes	_ No
Tier 3 Organization (All Other Entities):	Yes	_ No
Date(s) of Use:	Time:	_ to
Number of People Attending: (If multiple dates are needed, please list the		sheet)
Purpose of Rental:		
Area being Rented:		
Potlatch Elementary School classroom music room kitchen lunch library	room computer lab _	gym
Potlatch Junior/Senior High School multipurpose room classroom gym ki library	itchen computer lab	music room
(See attached Rental Fee Chart fo	or the cost of the differ	rent areas)
Number of Hours in Building:		

To be completed by Principal or Designee

Cost of Supervision (If Required): \$					
Refundable \$150.00 cleaning deposit:	Date Received	_ by	_Check _	_ Cash _	_
Total Rental Fee:	Date Received	_ by	_Check _	_ Cash _	_
Other Associated Fees:					
Principal's Signature/Date:					O
Superintendent Signature/Date:					
Approval:YesNo					
(Notification of Approval to be Given)	Within Two Business Days)				

Cleaning Deposit:

All entities utilizing the school facilities are required to pay the Cleaning Deposit.*

A refundable cleaning deposit of \$150 is required at the signing of all agreements for use of district facilities. Any individual or organization which rents or uses a district facility and leaves it, upon completion of rental or use for any particular day, in need of cleanup shall be assessed a cleaning fee commensurate with the amount of cleanup required.

*Please Note: If a Cleaning Deposit is not returned and is used for cleaning purposes, the renting entity will be required to provide the District with another Cleaning Deposit before they will be allowed to rent the facility again.

Responsibilities of Renting Party:

Each school will provide the renter with a list of responsibilities.

Regularly scheduled and authorized events and programs outside of school hours in the public interest are encouraged. For each such event or program, a sponsor must accept responsibility for the cleanup and security of the building used.

Organizational supervisors are adult supervisors provided by the sponsoring individual or organization and are **required** of all entities who use or rent district facilities.

Signature of Agreement

I have read, understand and agree to the terms and conditions for the rental of a Potlatch School District facility and/or Equipment. School standards of no smoking or drinking of alcoholic beverages in the building or on grounds must be maintained. There shall be no abuse of school property in any way. The school district shall be held harmless against any and all claims, liabilities, damages, losses, actions or causes of action that may be sustained to persons or property resulting from the occupancy and use of school district facilities. The part of the building to be used, time desired and rental charges should be clearly understood by all parties. The undersigned affirms that he/she has the authority to bind the organization requesting said use.

Renter's Signature	Date

BUILDING RENTAL FEES PER TIER LEVEL (Rates & Costs are per hour)

Building	Area	Tier 1	Tier 2	Tier 3
All Schools	Classrooms	No Cost	\$10	\$20
	Music Room	No Cost	\$10	\$20
	Library	No Cost	\$10	\$20
	Computer Labs	No Cost	\$15	\$30
	Kitchen **	No Cost	\$15	\$30
	Cafeteria/ MPR	No Cost	\$35	\$75
	Gyms	No Cost	\$35	\$75

^{*}Tier 2 Organizations can apply for a waiver, in order to waive costs for rental use (See attached waiver form).

Remember: Personnel must fill out time-sheets

EQUIPMENT RENTAL FEES: Portable Folding Chairs = \$2.00 apiece

Portable Tables = \$30.00 apiece

Equipment Deposit. An Equipment Deposit of \$50 is required to rent equipment from the District. This deposit will be returned upon receiving back all rented equipment, as well as no damage to the District's equipment.

^{**}Food Service personnel are required to be present when Kitchen is in use. They will be paid at their current rate of pay, as well as receive overtime beyond regular hours.

BUILDING RENTAL WAIVER REQUEST FORM FOR NONPROFIT ORGANIZATIONS

Nonprofit organizations may request waivers of some or all of the rental and/or fees. Such requests shall be submitted in writing to the district, and will be considered by the board of trustees or their appointee on a case-by-case basis.

Name of Organization We are considered a nonpro-	•	cause:	Today's Date
Date(s) of Use:	Time	to	Number of People Attending
Purpose of Rental:			
Area being rented:			
Potlatch Elementary School			
classroommusic room	kitchen lunc	hroom	computer lab gym library
Potlatch Junior/Senior High	<u>School</u>		
multipurpose room cla	assroom gym	_ kitchen _	_ computer lab music room
library			
We are respectfully requesti	ng one or the entir	e following	g rental/or associated fees to be waived.
To be completed by the org	ganization:		
Please list fees the organizat		waived:	
Signature of Organization's	Designee		-
(T	o be filled out by s	chool boar	rd or designee)
Fees Waiver Approved: Yes	No		
Authorized Signature/Date:			

Additional Dates Requested

Date(s) of Use:	Time	to
Date(s) of Use:	Time	to
Date(s) of Use:	Time	to
Date(s) of Use:	Time	to
Date(s) of Use:	Time	to
Date(s) of Use:	Time	to
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