

COMMUNITY USE OF SCHOOL FACILITIES

Category 1	Category 2	Category 3
Deer Trail School District	Non Profit Community Groups	Commercial, private, church and non-profit groups
School Affiliated Groups	Community Sponsored Youth	For Profit Groups
Governmental Entities	Community Sponsored Senior Citizens	
Precinct Caucuses		

	Category 1	Category 2	Category 3
Classroom	N/C	\$15/session \$150/year	\$50 minimum
Gymnasium	N/C	\$75	\$150 minimum
Cafeteria or Commons	N/C	\$50	\$75 minimum
Cafeteria/Commons	N/C	\$100	\$150 minimum
Cafeteria/Commons/ Multi-Purpose Room	N/C	\$150	\$175 minimum
Athletic Field – Football/Track	N/C	\$50	\$100 minimum
Athletic Field-Baseball	N/C	\$50	\$100 minimum
Bus Barn	N/C	\$50	\$100 minimum

Process for Facility Use Approval:

(This form must be completed and approved prior to event)

Step 1: Application for use of school facilities submitted to DTS 26J District Offices

Step 2: Initial approval and fees assigned

Step 3: Building confirmation of availability of custodial staff and facilities

Step 4: Fees pre-paid by requestor

Step 5: Final approval

*Please note: School district property insurance and comprehensive general liability insurance do not extend to community or other groups using school facilities. Prior to final approval, the district may require non-school groups or groups not covered by governmental immunity to provide certificates of insurance as set forth in policy KF.

Liability Insurance Policy # _____

Date Submitted: _____

Contact Person: _____ Phone: _____

Name of Organization/Group: _____

Address _____

Nature of Activity _____

Date(s) of Use Requested: _____ Begin time _____ End time _____

of Participants: _____ Building/Room Requested: _____

Area Requested: [] Gymnasium [] Cafeteria [] Cafeteria/Commons

Cafeteria/Commons/Multi-Purpose Room Bus Barn

Outdoor Space: _____ Lights Requested? Yes / No

Equipment Requested: Chairs (#) Tables (#)

A/V please specify: _____

Other _____

Please check the appropriate categories: (Please attach flyer or activity notice)

DT 26J School Group Non-Profit Group For Profit/Private Group Commercial Use

Any fees from participants required for participation in your event? Yes / No

Category 2 and 3 users shall be charged for custodial services at one and one-half times the regular custodial rate, with a minimum charge of two (2) hours. Time is calculated from the time the custodian opens the doors of the building to the time the doors are locked.

To use the kitchen, a school district food service staff must be present and compensated at one and one-half times their regular rate of pay, with a minimum charge of two (2) hours.

Custodial Charge _____ and/or Food Service Charge _____

The Board of Education waives the fee for community youth groups through grade twelve (12) that are educational and/or recreational in nature, e.g. – little league programs, also for community not-for-profit groups, e.g. – scout meetings, local governmental entities, and Board recognized community service groups.

HOLD HARMLESS PROVISION:

The _____(name of group or individual), in return for the permission of the Deer Trail School District for the group to use a portion of the District’s premises, facilities and equipment, hereby agrees to indemnify and hold harmless the District and its agents, employees, officers and officials from and against all claims, damages, losses and expenses, including reasonable attorney’s fees arising out of the use of the District premises, facilities and equipment which is for bodily injury, illness, death or for property damage or for any other claim or demand of any kind. The person in charge of the group also agrees to make this provision known to all participants. As the individual signing this document, I agree to and understand the associated personal liability I have agreed to. I have read and understand the Board of Education policies [KF](#) and [KF-R](#) regarding use of school buildings and/or facilities. I agree to comply with all rules and regulations and to be responsible for any school property associated with this use. In the event school property is damaged or mistreated, our organization/group agrees to pay costs thereof.

User Legal Agent Printed Name: _____

Signature _____ Date: _____

Application Received By: _____ Date: _____

Adopted: December 2019
Revised: September 2023