

DE SOTO AREA SCHOOL DISTRICT
Request and Contract for use of School District Equipment & Facilities

All non-profit organizations must fill out this contract and present it to the building principal for approval. All profit or political organizations must state their request in writing, fill out this contract and present both documents to the building principal who will then present the request to the School Board for approval. Please initial on the bottom of this side and complete all portions of the opposite side of this form prior to turning the form into the office.

The individual and organization named above accept full responsibility for the proper care of the facilities, grounds and equipment requested for use. It is understood that the organization and leader named above will be responsible for the following:

01. The cost of any damages, either intentional or accidental, that cause harm to the facilities/equipment will be paid in full by the participating group before said group will be allowed to further utilize school facilities/equipment. This includes theft of any equipment during the activity or after due to unlocked doors.
02. All internal and external doors must be securely locked upon leaving school grounds.
03. All non-security lights must be turned off before leaving school grounds.
04. Any Liquid spilled on the floor must be wiped up and dry before leaving the school grounds.
05. The floors must be swept clean in those areas of the building utilized.
06. Responsibility and liability for the health, welfare, and safety of all persons during this contracted activity is the responsibility of the above stated organization and the organization's designee as indicated by signature at the end of this document.
07. Any misuse or damage of facilities/equipment is to be reported by the group's leader to the principal immediately.
08. Pay the total cost, determined on the back of this contract, to the district office prior to the date of requested utilization.
09. Insure that the facilities, grounds and equipment are left/returned in the same condition they were in prior to use by the organization.
10. Any and all keys loaned to the organization/person are to be returned promptly to the appropriate principal upon completion of the activity.
11. Additional stipulations: Any major violation of the conditions of this contract may result in termination of any future usage of facilities/grounds/equipment by the above stated organization and/or organization's designee. Degree of violation will be determined by the principal in charge of said facilities/grounds/equipment in question. Written notification must be given to the organization's leader by the principal within 15 days of the use of facilities/grounds/equipment. Any minor violation (as determined by the principal in charge) will initiate the following procedures:
 - First infraction--Principal will notify the organization's leader in writing within 15 days of the violation. Such communication will outline the infraction and that any further violation or misuse by the indicated organization will result in a required \$100.00 deposit to continue facility/equipment usage.
 - Second infraction--Principal will notify the organization's leader in writing within 15 days of the violation. Such communication will outline the infraction and that a \$100.00 deposit will be required before there will be any further use of facilities/equipment by the organization. The deposit will be used to cover further damages if they are to occur.
 - Third infraction--Principal will notify the organization's leader in writing within 15 days of the violation. Such communication will outline the infraction and that the appropriate amount to cover the costs will be required to rectify the damages or \$50.00 will be deducted from the deposit, whichever is greater.
 - Fourth infraction--Principal will notify the organization's leader in writing within 15 days of the violation. Such communication will outline the infraction and that the appropriate amount to cover the costs will be required to rectify the damages. Future use of the facilities/grounds/equipment by this organization will be terminated. To regain use of the facilities/grounds/equipment the organization must make their request directly to the Board of Education.

It is hoped this contract's stipulations will promote a greater public appreciation and care for our school facilities/grounds/equipment and result in a longer life of use for facilities/equipment.

Please initial you have read and understand the information on the form: _____