

**Book**           **Polices and Regulations**  
**Section**       **1000 Series**  
**Title**           **Use of Natrona County School District#1 Facilities**  
**Number**       **1370 Admin Regs**  
**Adopted**       **October 23, 2000**  
**Revised**       **November 29, 2016**  
                    May 23, 2016  
                    April 26, 2016  
                    February 2, 2016  
                    May 20, 2014  
                    March 19, 2014  
                    March 15, 2014  
                    July 17, 2000  
                    May 19, 1997

Natrona County School District #1 (District) recognizes that wellness of its staff and the community is important for instilling wellness values in our youth and among our employees. The District supports the use of District facilities, by employees, and outside groups as long as the use does not interfere with scheduled or anticipated school activities, and the use meets the criteria listed in this Administrative Regulation.

The District will support employee wellness and use of it's facilities by absorbing the cost of utilities, sanitary supplies and normal maintenance of the facilities. Employee use of District facilities is encouraged and supported to the degree that it involves employee wellness without monetary gain and does not increase liability to the District. The use of any Career Technical Education area (ie. auto shop, wood shop, culinary rooms, etc) is limited to Natrona County School District staff who are trained in the use of the equipment in these areas and requires preapproval from the Building Administrator. District employees who wish to use the facilities and equipment are required to sign a written release of liability form that will be returned to the District Athletic and Activities Department each school year following preapproval from the Building Administrator or designee. The form is available on Employee Online under forms. Employee wellness privileges may be revoked at any time by the Building Administrator.

In addition to state, county and local statutes and/or ordinances, users shall be responsible for conducting all activities according to District Board Policies and Administrative Regulations.

This Administrative Regulation and fee schedules are subject to change.



## APPLICATION FOR USE OF DISTRICT FACILITY

*Please read all pages of this application*

### **Please follow these steps:**

1. Fill out the application forms completely.
2. Submit application forms to the District Athletics/Activities Department.
3. A Certificate of Insurance in the amount of \$1million of liability coverage and \$1 million of property coverage and a \$2 million aggregate naming NCS D as an additional insured must accompany the application for facility use.

**We are unable to process your application without Proof of Liability Insurance**

### **Please note:**

- School events take priority. Your application or an approval date may be cancelled due to school activities. You may reschedule based on availability.
- Upon approval, District facilities may be reserved for up to 90 days at a time. The Lessee may renew for an additional 90 days prior to the end of the current agreement.
- Once your application is processed and has been approved by the Building Administrator or designee; you will be contacted.
- Individuals, businesses or groups requesting use of District facilities on a regular basis for offering services and/or products which are in direct competition with similar local businesses may use District facilities on a short term basis (Fee Schedule A), up to four times per year. Exceptions may be made with preapproval from the District Athletics & Activities Department and the Building Administrator.
- The rental fee must be paid in advance. Other applicable fees will be billed and are due within ten days.
- It takes a minimum of 15 business days to process the application for facility use.
- The Lessee is responsible for contacting the District Athletics/Activities Department to cancel the building use at least 15 business days prior to the event or a fee up to 50% of the pre-paid facility use fees will be assessed.
- Possible additional fees:
  - Additional District employees
  - Maintenance call outs
  - Property or equipment damage
- **Until the application process has been completed and payment is received, your space is not reserved.**

## **GENERAL TERMS AND CONDITIONS**

The organization or individual hereby known as the "Lessee" and the Natrona County School District #1 "District" agree to the following terms for use of District facilities. For the purpose of this document, the word facilities refers to all District buildings, grounds and equipment.

1. **INSURANCE:** The Lessee agrees to provide proof of insurance for \$1 million of liability coverage (each occurrence) and \$1 million of property coverage (each occurrence) and a \$2 million aggregate. The proof of insurance must be submitted with the online application. The District shall be listed as an additional insured. Your application will not be processed without proof of insurance with Natrona County School District #1, 970 N. Glenn Road, Casper, WY 82601 named as an additional insured.

2. **INDEMNIFICATION:** The Lessee hereby releases, relinquishes, discharges, and agrees to indemnify, protect, and save harmless the District, its agents and employees, of and from all claims, demands, and causes of action of every kind and character, including the cost of the legal defense thereof, for any injury to, including death of persons (whether they be third persons or employees of Lessee) and any loss of or damage to property (whether the same be that of either of the parties thereto or of third persons), caused by or growing out of, or happening in connection with the use of said facility/facilities, excepting those injuries caused by the negligence of the District or its employees. This provision does not apply to governmental users exempt from indemnification requirements under Wyoming Public Law (continued) NCSD/100-012.

3. **APPLICATION:** The Facility Use Application shall be filed with the District Athletics/Activities Department at least 15 business days prior to requested use. Termination of this agreement may be made by the District, with or without notice, if the facilities are needed for school purposes, or if the use will be detrimental to the facility, or not in keeping with the philosophy governing the use of the District properties by outside groups. If this agreement is terminated by Lessee, incurred expenses by the District will be paid by Lessee as determined by the District. Lessee is responsible for all rental fees; as well as damages to the facilities or equipment used.

**Each Memorandum of Understanding (MOU) and building usage contract must be renewed annually and approved.**

4. **PAYMENT:** Payment is due upon approval of application. All payments should be submitted to the District Business Office at 970 N. Glenn Road, Casper, WY 82601.

5. **RESPONSIBILITY OF LESSEE FOR THEIR OWN EQUIPMENT IN BUILDING:** The District assumes no responsibility for any property placed in said premises; and Lessee hereby expressly releases and discharges the District from same. Groups bringing in equipment will state its intended use.

6. **DAMAGE TO THE DISTRICT FACILITY OR EQUIPMENT:** Lessee assumes all responsibility for liability, property damage, or personal injury of any kind or nature resulting in loss or damage to persons or property as a result of the use should the facility or District equipment be

damaged by its users or spectators. The Lessee agrees to pay the District to restore facility and equipment to an acceptable level, as determined by the District Athletics/Activities Department. This may include outside contractor fees.

**7. MODIFICATIONS TO FACILITY:** Any modifications must be temporary in nature, removed at the conclusion of the activity and will be solely at the expense of Lessee. All requests will be reviewed for approval by the Building Administrator and Director of Maintenance. This includes bringing in folding chairs, lawn chairs, tables and placing tape on all floors and walls.

**8. FEE SCHEDULES:** Fees are set according to the Facility Fee Schedule. Lessee is not allowed to directly compensate or offer gifts directly to District employees. A District employee who is a member of the Lessee organization can not be considered as the District employee on site and any associated fees are applicable.

**9. AVAILABILITY:** Facility use is available from 7:00 A.M. to 10:00 P.M. with the exception of District holidays (black out dates). This includes any set-up or tear-down. Non-District organizations requesting to use District facilities outside of these hours requires joint preapproval from the District Athletics/Activities Department and the Building Administrator(s). Facilities are not available for permanent or extended rental except when approved by the District Athletics/Activities Department. Individuals, businesses or groups requesting use of District facilities on a regular basis for offering services and/or products which are in direct competition with similar local businesses may use District facilities on a short term basis (Fee Schedule A), up to four times per year. Exceptions may be made with preapproval from the District Athletics & Activities Department and the Building Administrator.

**10. SUPERVISION:** Lessee shall provide supervision to ensure that all persons are confined to rooms and corridors assigned by this agreement. Adult supervision (18 and over) is required of all activities. Activities involving students will have a minimum of one adult supervisor to twelve students. The District may require Lessee to provide security personnel or police officers when deemed necessary.

**11. AUDITORIUM USE:** Utilizing an auditorium will require a technician at all times and the Lessee will be responsible for associated fees.

**12. CONCESSIONS FOR SALE:** The District reserves all concession rights. Assignment of rights will be made with approval of the Building Administrator. Request for assignment shall be made at the time of application. Food and drink may be allowed only in designated areas. Organizations must provide proof of necessary licensing as required by the Natrona County Health Department.

**13. USE OF THE DISTRICT KITCHENS:** Use of kitchens and equipment is not allowed unless approved by the Director of Food Services. Lessee will be responsible for all associated fees.

**14. NON-DISCRIMINATORY PRACTICES:** Lessee shall comply with District Board Policy 4170/5420 - Nondiscrimination on the basis of race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.

**15. GENERAL INFORMATION:**

- Facilities are rented "as is."
- Decisions affecting any matter not herein expressly stated shall rest within the discretion of the District Athletics/Activities Department.

**16. SUB-LETTING:** The Lessee shall not assign or sublet the facility or any part of the facility to any other user. The Lessee shall be responsible for using the facility as described on the facility usage form.

**17. PRINTED MATERIAL:** Lessee shall comply with District Board Policy 1300 - Community Interest, Political, Religious and Commercial Activities. No endorsement by the District is implied or inferred by this Agreement.

**18. DISTRICT BOARD POLICY:** Board Policy/Administrative Regulation 1370 and related fee schedules shall govern this facility usage agreement.

**19. DRUG AND SMOKE FREE FACILITY:** No alcohol, tobacco, e-cigarettes or other controlled substances or persons under the influence of controlled substances are allowed on District property.

**20. PRIVILEGES REVOKED:** Building Administrator or designee will notify the District Athletics/Activities Department that the privileges of any outside group have been revoked.

**21. PRIOR TO THE USE OF THE FACILITY:** Lessee will acquaint him/herself with the building layout, location of emergency exits, number and location of all fire extinguishers and alarms. In the event of fire, power outage, earthquake, flood, severe weather, or other situations that require the building to be evacuated, all materials and equipment are to be left in place until such time the building is determined to be safe for reentry.

**22. CANCELLATIONS/CHANGES:** The Lessee or person who signed this Agreement is responsible for contacting the District Athletics/Activities Department with changes or to cancel the building use at least 15 business days prior to the event or a fee up to 50% of the pre-paid facility use fees will be assessed.

**23. SCHEDULING:** Applications for facility use will be accepted beginning August 1 of the upcoming school year. Exceptions can be made with joint preapproval from the District Athletics/Activities Department and the Building Administrator(s). Upon approval, District facilities may be reserved for up to 90 days at a time. The Lessee may renew for an additional 90 days prior to the end of the current agreement.

*NATRONA COUNTY SCHOOL DISTRICT #1 FACILITY USE*

I attest that I have read, understand, and agree that Natrona County School District #1 Policies and Regulations of the Board of Trustees regarding use of District facilities are to be strictly followed. The undersigned assumes all responsibility for any liability, property damage, or personal injury of any kind or nature resulting in loss or damage to persons or property as a result of the use described above. The undersigned further agrees to pay in advance such charges as may be made for the use of the property and equipment and will defend and indemnify Natrona County School District Number #1, its employees, agents, and trustees should any claim for damages of any kind arise.

Certificate of proof of liability insurance with Natrona County School District #1, 970 N. Glenn Road, Casper, WY 82601 named as an additional insured must accompany the Facility Use Application.

Natrona County School District #1 reserves the right to reschedule, cancel, or make adjustments for the use of District facilities that is in the best interest for Natrona County School District #1 and students.

<b>Lessee:</b>
<b>Representative Name (printed):</b>
<b>Title:</b>
<b>Mailing Address:</b>
<b>City, State, Zip:</b>
<b>Email Address:</b>
<b>Phone Number:</b>
<b>Signature:</b>

<b>Natrona County School District #1 Use Only</b>
<b>District Event Contact Person:</b>
<b>Phone Number:</b>
<b>District Athletics/Activities Department Signature:</b>
<b>Approval Date:</b>
<b>Payment Received:</b>

**APPLICATION FOR FACILITY USAGE**

Certificate of proof of liability insurance with Natrona County School District #1, 970 N. Glenn Road, Casper, WY 82601 named as an additional insured must accompany the Facility Use Application.

<b>Lessee:</b>		
<b>Facility 1st choice:</b>		
<b>Facility 2nd choice:</b>		
<b>Facility 3rd choice:</b>		
<b>Room/Area:</b>		
<b>Other (Please explain):</b>		
<b>Is there an MOU associated with this use?</b>	<b>Yes or No</b>	<b>MOU Number and Date:</b>
<b>Equipment provided by organization and intended use:</b>		
<b>Number of attendees expected:</b>	<b>FOR OFFICE USE ONLY</b> <b>FIRE Code Capacity (If applicable):</b> <i>Activity cannot exceed Fire Code Capacity</i>	
<b>Number of participants:</b>		
<b>Start Date:</b>	<b>End Date:</b>	
<b>Start Time:</b>	<b>End Time:</b>	
<b>Include an explanation of planned activities or attach a schedule of events:</b>		
<b>Explain in detail (attach diagrams, if necessary) how the facility is to be set up. List equipment needed, i.e., tables, chairs, bleachers, risers, and any other pertinent information.</b>		
<b>When does the facility need to be unlocked prior to the activity?</b>		<b>Time:</b> A.M./P.M.
<b>Person in charge of activity:</b>		
<b>Phone number:</b>	<b>Email address:</b>	

## **FEE SCHEDULE PROTOCOL**

The organization or individual hereby known as the "Lessee" and the Natrona County School District #1 "District" agree to the following terms for use of our facilities. For the purpose of this document, the word facilities refers to all District buildings, grounds and equipment.

1. Includes, school sponsored activities, school-to-school activities, employee wellness, parent teacher organizations, booster clubs and employee organization groups. District athletic/activity groups and clubs will be given priority in using school property.

**Procedure:** Scheduling shall be approved and completed through the Building Administrator or designee.

**Fee:** Refer to Schedule C.

2. Includes entities with a Memorandum of Understanding (MOU) with the District. Governmental entities including the city, county, state, and federal government and their political subdivisions, for public purposes, where the property of those governmental entities are made available to the District on an exchange or reciprocal basis.

**Procedure:** Application shall be made to the District Athletics/Activities Department and approved by the Building Administrator or designee. Include MOU number if applicable.

**Fee:** As defined in the MOU.

3. Includes nonprofit organizations, for profit organizations, adult or youth athletic events, tournaments, dance or fine art performances, youth and adult club teams, baseball, basketball, football, volleyball, wrestling, soccer, softball, swimming, civic, cultural, educational, recreational, charitable programs, religious, political, and public interest groups.

**Procedure:** Application shall be made to the District Athletics/Activities Department and approved by the Building Administrator or designee.

**Fee:** Hourly facility rental fee, applicable participant rate fees plus any applicable fees for District employee costs.



**NATRONA COUNTY SCHOOL DISTRICT#1**

**Effective July 1, 2016**

*\*All fees subject to change*

Designated for short term use (up to four times per year) of District facilities and equipment and have been approved by the Building Administrator or designee.

<b>SCHEDULE A - Facility Fee Schedule</b>			
	<b>Event rental per hour</b>	<b>Number of hours needed</b>	<b>Total</b>
Band/Music Room	\$30.00		
Cafeteria without Kitchen	\$30.00		
Classroom (1-2 rooms)	\$30.00		
Classroom (3-5 rooms)	\$45.00		
Classroom (6-10 rooms)	\$60.00		
Commons Area/Lobby	\$30.00		
CSF Meeting Room (1-2 rooms)	\$30.00		
CSF Meeting Room (3-5 rooms)	\$45.00		
CSF Meeting Room (6-10 rooms)	\$60.00		
Elementary All Purpose Room - Gym without Kitchen	\$30.00		
First Gymnasium	\$30.00		
Additional Gym (same facility)	\$15.00		
High School Auditorium	\$100.00		
Auditorium Technician	\$30.00		
Rehearsal	\$45.00		
Auditorium Technician	\$30.00		
HS Indoor Track Facility (KW)	\$150.00		
High School Soccer Field (KW)	\$100.00		
High School Stadium	\$85.00		
High School Swimming Pool	\$45.00		
High School Track/Field	\$150.00		
High School Wrestling Room	\$50.00		
Kitchen	\$50.00		
Kitchen Technician	\$30.00		
Middle School Field (no school access)	\$40.00		
Multi-Purpose Room	\$30.00		
Planetarium	\$30.00		
Planetarium Technician	\$30.00		
Set up/Tear Down	\$30.00		
<b>Grand Total</b>			

**Certificate of proof of liability insurance with Natrona County School District #1, 970 N. Glenn Road, Casper, WY 82601 named as an additional insured must accompany the Facility Use Application.**

**NATRONA COUNTY SCHOOL DISTRICT#1  
FACILITY FEE SCHEDULE FOR LONG TERM ACTIVITIES**

**Effective July 1, 2016**

\*All fees subject to change

The participant rate is designed for ongoing long-term use of facilities and equipment for activities that serve the general public such as groups or individuals requesting time and space for athletic or academic practice during normal staffing hours Monday through Friday. The participant rates are usually based on two to three-day per week usage that has been approved by the Building Administrator or designee. Outside groups or individual use of District facilities and equipment is not guaranteed from year to year. Schedule B is not available to non-profit and for profit groups in direct competition with local businesses.

**Schedule B - Facility Usage Participant Rate per Site**

# of Participants	0-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	101-125	126+
<b>\$/day</b>	\$15	\$25	\$35	\$40	\$45	\$50	\$55	\$60	\$65	\$70	\$80
<b>\$/week</b>	\$20	\$40	\$60	\$80	\$100	\$120	\$140	\$160	\$180	\$200	\$220
<b>\$/month</b>	\$50	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500	\$600
<b>Fee</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$30.00 per hour/per employee/per event (after normal scheduled work hours)										\$ _____

**Grand Total** \$ \_\_\_\_\_

**Certificate of proof of liability insurance with the District name as an additional insured must accompany the Facility Use Application.**

Upon approval, District facilities may be reserved for up to 90 days at a time. The Lessee may renew for an additional 90 days prior to the end of the current agreement.

In the event that the Maintenance Department is called out for repairs or emergency maintenance services, fees will be billed at a rate of \$40.00 per hour (two hour minimum) and will be collected after the event.

Lessee shall pay in full all other charges as billed by the District within 10 days of billing, including actual cost of facility and/or any equipment damage. Checks should be made payable to Natrona County School District #1.

**NATRONA COUNTY SCHOOL DISTRICT#1**  
**Effective July 1, 2016**

**SCHEDULE C - FREE FACILITY USAGE**

<p>School sponsored activity, school-to-school activity and has been approved by the Building Administrator or designee.</p> <p style="text-align: center;"><b><i>OR</i></b></p>
<p>Employee wellness activity and has been preapproved by the Building Administrator or designee and a release of liability has been signed and is on file for the current school year.</p> <p style="text-align: center;"><b><i>OR</i></b></p>
<p>Student related or school related and not for profit activity.</p> <p>The activity use, setup, tear-down and clean-up must be completed during the custodian's regular scheduled hours.</p> <p>The activity meets once per week for 2 hours or less.</p> <p>The activity is not held in the auditoriums, pools or stadiums.</p> <p>The activity has been approved by the Building Administrator or designee.</p> <p style="text-align: center;"><b><i>OR</i></b></p>
<p>If the activity does not fit into the above criteria, refer to <b>Schedules A and B</b>.</p>

**Certificate of proof of liability insurance with Natrona County School District #1, 970 N. Glenn Road, Casper, WY 82601 named as an additional insured must accompany the Facility Use Application.**

If the free facility usage results in additional custodial time to clean after an event or damage to the facility the user will be billed for all fees incurred.