

# **Grand Forks Public Schools Facility Rental Procedures**



**Effective: July 01, 2013**

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## Use of School Facilities

### Facilities – Policy 7210

#### Use of School Facilities

The school board encourages the use of school building facilities by local groups and organizations that have as their objective development of personal character and civic welfare. The program of instruction shall at all times have priority over non-school requests for use of building facilities.

The school board recognizes the necessity to make school grounds and buildings available to the park board recreation program, and a special effort will be made to cooperate with the superintendent of parks in the scheduling of use of school facilities, both during the school year and the summer vacation.

It is the general policy of the school board not to loan school equipment, unless accompanied by a school employee. Any exception requires the specific approval of the superintendent or his/her designee.

#### Permission for Use of School Facilities

Permission for the use of buildings will be granted by the director of buildings and grounds on the basis of the building schedules, and a rate schedule will apply to those instances where fees are charged. The director of buildings and grounds will schedule the use of buildings by outside agencies in cooperation with the building principal, so that community activities will not interfere with school functions.

#### Announcements for Schools, PTO's, etc.

Any activities directly concerned with the operating of the schools may be announced through the classes of the schools under the following provisions:

1. Consult the principal before making any announcements.
2. On matters of city-wide interest, consult the superintendent's office before making any announcements.

#### Vacant Rooms

Student and teachers' groups are not to use vacant rooms without prearrangement with the principal. Lunches are not to be served by teachers' groups without arranging through the principal's office.

#### School Facilities

The facilities are built for school purposes and for that reason school activities are always given first preference. If other organizations wish to use school facilities, they must have an approved application to do so, provided the open date does not conflict with the regular school routine and provided further that the nature of the meeting for which the school facilities are used will in no way reflect discredit upon the schools. A definite set of regulations regarding the rental is based upon a detailed cost study. The following rules govern the rental and use of school facilities:

The applicant for use of the school facilities being a responsible person twenty-one years of age or over agrees to be responsible to the school board for the use and care of the school property. Applicant further agrees that the character of entertainment will conform to that stated in the application and that he/she will make the required report on the use of the building.

1. The building may be used only for performances that are wholesome and will reflect no discredit upon the schools.
2. Subletting of the auditoriums is absolutely forbidden.
3. All application for use of the building must be filed at least five days before the performance or other use.
4. Payment shall be made at the time of signing the application.
5. Any damage done to the property during the use of the building either at rehearsals, performance, or other use, shall be paid in full by the person or firm making application, ordinary wear excepted.
6. Absolutely no alcoholic beverages are allowed in or on any portion of the buildings and grounds.
7. Absolutely no smoking is allowed in or on any portion of the buildings and grounds.
8. Applicant agrees to furnish all tickets, ticket sellers, ticket takers, or stages.
9. Custodial service will be provided by the school district.
  - a. For local amateur performances, the switchboard and stage properties may be handled only by licensed operators unless the services if provided by the school district.

- b. For all professional performances, only licensed operators will be approved to manage stage and electrical equipment.
10. No school property shall be removed by the premises without the consent of the superintendent, or without the knowledge of the principal.
11. If kitchen facilities are required, a certified kitchen staff person must be on duty to supervise kitchen use.
12. No properties, materials, machines, or contrivances shall be used on the stage or in the building, which will in any way cause damage to the building or its property, or that may create a fire or other hazard.
13. The applicant will be responsible for all admission taxes.
14. No confections may be sold in the main auditoriums.
15. The facilities will not be rented when such rental(s) would conflict with any activity of the school(s).
16. No equipment may be rented or loaned for non-school district use. Non-profit groups may apply to the superintendent or his/her designee to receive permission.
17. Grand Forks Schools is a peanut/tree nut safe campus.

#### Leasing of School Facilities

All arrangements for the use of the school facilities should be made through the office of the superintendent of schools.

#### Payment for Use of Rooms

The charge for the use of school buildings or any rooms is established on a schedule of costs for facility use. PTO's or teacher group may meet in the building without charge, provided arrangements are made through the office of the principal of the building in which the meeting is to be held.

#### Use of the Building Report

A principal's report on the use of school for outside activities is turned in each month to the director of buildings and grounds.

Legal Reference: NDCC 15.1-06-14

Policy Adopted: 6/4/68

Policy Amended: 1/96, 1/23/01, 3/14/05

## **Priorities for Use**

1. Activities and programs of the Grand Forks Public Schools related to the instructional and educational programs of the District.
2. Events or activities: (a) designed to serve the youth and citizens or the individual school community which are planned and directed by school-attached groups, and (b) connected with a community recreation program.
3. Use by community organizations whose primary purpose is service to youth or, through the use of school facilities, is the improvement of the general welfare of the community and where no admission fee is charged.
4. Use by civic and service groups whose purpose, through the use of school facilities, is to improve the general welfare of the community and where admission is charged and whose net receipts are expended for the welfare of the pupils or charitable purposes.
5. Use by individual groups who are eligible to rent the facilities for legitimate purposes and whose net receipts are not for the welfare of the pupils or charitable purposes.

## Common Use of School Facilities

### I. Custody

#### A. Superintendent

1. The custody of all facilities is placed with the Superintendent of Schools.

### II. Responsibilities

#### A. Principal or His/Her Designee

- 1) Shall be responsible for maintaining proper relationships with those organizations which make application to use the facility.
- 2) Will maintain a complete schedule and coordinate use of the building for which he/she is responsible, endeavoring to prevent conflicts and to guarantee first priority to the school and its related activities.
- 3) Will process all requests for rental, notify affected personnel, and insure compliance with Board of Education policies and these regulations.
- 4) Will exercise approval authority on Category A activities only.
- 5) Will notify the Director of Building and Grounds of any changes in previously scheduled rental dates.
- 6) Will be responsible for scheduling custodian supervision when appropriate.
- 7) Will provide copies of completed rental agreement(s) (except for signatures of Director of Building & Grounds and Renting Party) to the Director of Building and Grounds.
- 8) The Director of Building & Grounds will review the documents; obtain required signatures, payment fees and Certificate of Liability.

#### B. Director of Building and Grounds

- 1) Will maintain current operating and maintenance costs for each facility.
- 2) Will collect all fees associated with each rental agreement.
- 3) Will maintain files of all completed rental agreements and required insurance documentation for audit purposes.

#### C. Custodian

- 1) May be on duty at all times when a school facility is used by any group if deemed necessary by the Principal or Director of Building and Grounds.
- 2) Will be responsible for opening and closing the building, policing it, and cleaning the premises as required.
- 3) Will not be responsible for assisting the renting representative with loading or unloading equipment.

#### D. Using Organization

- 1) The sponsoring head of the group or organization using the facility must also be on duty to supervise the group. (This may be amended in some instances to allow another responsible adult member of the organization to assume those duties.)
- 2) The organization using the facility will be responsible for the proper care of school property. Any damages must be paid for by the user group or organization.
- 3) The user representative for the group or organization must execute the rental agreement and provide the required certification of insurance to the building principal. The building principal will forward copies of all agreements and insurance documents to the Director of Building and Grounds.

### III. Types of Groups Authorized to Use School Facilities

- A. Type A: Type A organizations will have free use of the facilities except for activities which are associated with fund raising. In the case of fund raising, only additional supervisory and/or custodial operations will be charged.
- 1) Branch or local meetings of approved local, state, national and international professional education associations.
  - 2) Activities sponsored by the Grand Forks Park District. The Grand Forks Park District shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
  - 3) Recreational activities sponsored by the YMCA. They shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
  - 4) School Board classified employee associations.
  - 5) 4-H Clubs, Boys Scouts and Girl Scouts.
  - 6) Classes for credit supported by or requested by officials of the Grand Forks Public School District.

- 7) Election polling places.
  - 8) Local non-profit organization in support of children's activities.
  - 9) Children's athletic clubs.
- B. Type B: Type B organizations will normally not be charged for the use of school facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will be charged.
- 1) Charitable and civic organizations.
  - 2) Community service organizations.
  - 3) Organizations that sponsor activities, which in the judgment of the Superintendent, will play a significant role in community development and/or are of educational benefit to the community.
  - 4) Other governmental units for the purpose of conducting business meetings. For example, political parties held for the purpose of holding precinct or district caucuses.
  - 5) College classes and workshops.
- C. Type C: Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.
- 1) Outside organizations when admission is charged or when the main purpose is fund raising.
  - 2) Political parties for purposes other than authorized caucuses.
  - 3) Any organization which does not qualify for Type A or Type B.
  - 4) Athletic camps.
  - 5) Church.
  - 6) Adult recreation team practice.
  - 7) Dance groups.

#### **IV. Application and Processing of Approval**

##### A. Application

- 1. Any individual or group representative shall direct their request for use of a school or school grounds to the principal (or designee of the school) on forms provided for that purpose. Applications must be submitted to the building principal no less than one month prior to the date of the requested use. (This timeline may be waived). In the event of the principal's (or designee's) absence, the application must be submitted to the Director of Building and Grounds.
- 2. Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year. However, special events of such groups must be preceded by separate applications prior to their being scheduled.
- 3. Application will be processed according to the date of receipt.
- 4. Extended use of any facility for religious activities must have Board of Education approval.

##### B. Processing Applications

- 1. The principal or his/her designee will prepare all applications, making certain that all information has been obtained in the section of the application form which he/she is responsible, and require the prospective user to sign the completed application.
- 4. The signed and completed application along with accompanying fee is to be forwarded to the Director of Building and Grounds.

##### C. Approved Applications

- 1. The approval of an application for the use of one part of a building or grounds confers no privileges for the use of any facility other than those stated in the approved application. It does not include any other time or times for preparation or rehearsal unless specifically stated.
- 2. Violation by an approved application holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing approved applications and denial of any approved applications in the future.
- 3. All approved applications are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board, the approved application is subject to immediate cancellation. Upon notice by the

designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

4. Once an approved application has been issued, it can be canceled by the Board of Education and/or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.

5. An applicant group may also cancel its approved application without penalty, provided notice of cancellation is given school authorities no less than forty-eight (48) hours prior to scheduled use.

## **V. Liability for Damage**

Any group or organization using school property shall leave the Grand Forks Public School District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by such use of occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damages shall be determined by the Director of Building and Grounds, in consultation with the building principal(s).

## **VI. Certificate of Insurance**

The using organization shall furnish the Grand Forks School District, prior to use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$500,000 per each occurrence, and \$500,000 for property damage coverage. The requirement for liability and property damage coverage may be waived by the Superintendent or designee.

## **VII. Fees**

1. Fees are due when the rental agreement is signed.
2. All fees and/or rentals are to be forwarded to the Director of Building and Grounds.
3. In no case will checks or money orders be made payable to individual school employees.
4. Special fees will be charged for necessary technical and supervisor service, extra preparation, stage equipment, athletic equipment, scoreboard timing equipment, musical instruments, projectors, amplifying equipment, or any other equipment not specifically noted. The cost of the special fees will be added to the regular fee.
5. Staffing fees are estimated at the time of application, but after use is completed, actual staffing fees are charged at the rate shown on the fee schedule.

## **VIII. Equipment**

1. School equipment such as tables, chairs, musical instruments, risers, instructional equipment, etc. may not be loaned or rented for use outside the school location. Use of school space does not include use of school equipment, unless specifically approved. Use of school equipment, when and where required, must be operated by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light control panel, spotlights, movie projector, etc.
2. Organizations wishing to bring unusual equipment, materials, devices, and/or animals into school buildings or on school premises, must first present, in writing, proper insurance coverage with a „save harmless“ clause protecting the Board of Education and District employees.

## **IX. Other Considerations**

1. In general, this usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school program and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.
2. The use of building by the outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal. The hours of use by outside organizations shall normally be restricted to the period from one hour after the school day ends to midnight on weekdays, and on Saturdays and Sundays from 8:30 A.M. to midnight.
3. Approved community activities include, but are not limited to evening and Saturday classes, concerts, carnivals, dramas, book festivals, art festivals, dances, parties, meetings or organizations, and athletic or recreational games, contests, sports, or activities.
4. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the Board of Education reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.



5. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
6. Simultaneous multiple uses of a building may be refused by the principal to assure adequate parking and other service facilities.
7. School facilities will not normally be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas day, New year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day. Weekends and non-school days are available on a limited basis depending upon the availability of school personnel.
8. Sunday use is discouraged.
  - a. No school facility is to be used for any other purpose or in any other way than it is designed for, without expressed written permission.
9. No school facility, building or grounds will be used for unlawful purposes.
10. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
11. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason or race, creed, color, sex or national origin.
12. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment, will not be approved.
13. All use of schools by outside groups will ordinarily be canceled when schools are closed due to inclement weather or other emergency.
14. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to leave the Board of Education harmless in the event of any injury or damage, and must reimburse the school district for any damage. In all cases, a 'hold harmless' agreement must be signed.
15. A school custodian or a representative of the principal may be required to be on duty during the use of any school facility.
16. Adequate adult supervision must be provided for each activity.
17. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
18. Gambling is prohibited in school facilities.
19. Smoking in school buildings and on school grounds is prohibited.
20. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, and other similar parties.
21. No ticket selling for any event or the sale of merchandise or food is approved without written approval on the application.
22. The gymnasium will not be used for dances without special provisions and permission. Use of gymnasium apparatus is strictly forbidden.
23. If the use occurs when the heating and/or cooling systems are in set-back mode, the Principal will instruct the head custodian regarding temperature requirements.
24. Special permission must be obtained from the principal for decorating, installing scenery, moving furniture, etc.
25. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in or on school buildings without the express consent of the building principal.
26. There shall be no temporary or permanent signs, banners, pennants or the like placed in or on school buildings or on school grounds by any group.
27. Scenery, decoration, or equipment provided by the holder of a approved application must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the district at the expense of the holder of the approved application.
28. Auditoriums or Theatres: No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without some member of the staff or a custodian in supervision.
29. Food or beverage is prohibited in the seating area of the auditorium.
30. Seating capacity limits are never to be exceeded due to state fire regulations.
31. Seating capacity limits should be noted to the renter, included in the rental agreement and posted prior to the event.
32. During the COVID-19 pandemic, Grand Forks Public Schools is committed to following Centers for Disease Control and Prevention (CDC) guidelines. Renters will abide by the COVID-19 precautions set forth:
  - a. Face masks must be worn at all times on school property, including outside of the building.
  - b. Physical distancing of at least 6-feet from people outside of your household (all people living in the same home or residence) must be utilized when seated.
  - c. Wash your hands or use hand sanitizer prior to entering/exiting the facility.
  - d. Practice good respiratory etiquette and hand hygiene.
  - e. If you are sick with symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, etc.), stay home.

## Grand Forks Public Schools

### \*\*Rental Fees

#### High School Campus:

Kitchen	\$35.00	hr.
Classroom	\$15.00	hr.
Library	\$45.00	hr.
Commons Area	\$35.00	hr.
Gymnasium	\$50.00	hr.
Large Lecture Room	\$20.00	hr.
Swimming Pool	\$55.00	hr.
Cushman Field	\$100.00	hr.
Soccer Field	\$50.00	hr.

#### Middle School Campus:

Cafetorium	\$100.00	hr.
Kitchen	\$35.00	hr.
Classroom	\$15.00	hr.
Commons Area	\$35.00	hr.
Library	\$35.00	hr.
Gymnasium	\$40.00	hr.
Soccer Field	\$35.00	hr.

#### Elementary School Campus

Kitchen	\$35.00	hr.
Classroom	\$15.00	hr.
Commons Area	\$35.00	hr.
Library	\$35.00	hr.
Gymnasium	\$40.00	hr.
Soccer Field	\$35.00	hr.

#### Staffing Requirements

Custodian	\$30.00	hr.
Technician	\$30.00	hr.
Security	\$30.00	hr.
Certified Kitchen Staff	\$30.00	hr.
Snow Removal Staff	\$75.00	hr. (Includes staff and equipment.)
Athletic Field Staff	\$30.00	hr. (Cushman Field - requires a District Staff on site.)

#### Theatre/Performance Hall Rental Fees

	Prod A	Prod B	Prod C	Prod D
1/2 Day	\$600.00	\$700.00	\$800.00	*****
Whole Day	\$1,000.00	\$1,100.00	\$1,200.00	\$2,400.00
Rehearsal Day (and/or setup)	\$700.00	\$800.00	\$1,000.00	\$2,000.00

#### Red River High School Small Theatre/Central High School Black Box

	Prod A	Prod B	Prod C	Prod D
1/2 Day	\$300.00	\$350.00	\$400.00	*****
Whole Day	\$500.00	\$550.00	\$600.00	\$1,200.00
Rehearsal Day (and/or setup)	\$350.00	\$400.00	\$500.00	\$1,000.00

***\*\*Rental fees apply to room rental only. Total cost will be calculated to include necessary staffing, equipment, etc.***

## **Types of Groups Authorized to Use School Facilities**

- A. **Type A:** Type A organizations will have free use of the facilities except for activities which are associated with fund raising. In the case of fund raising, only additional supervisory and/or custodial operations will be charged.
- 1) Branch or local meetings of approved local, state, national and international professional education associations.
  - 2) Activities sponsored by the Grand Forks Park District. The Grand Forks Park District shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
  - 3) Recreational activities sponsored by the YMCA. They shall provide, at their expense, adequate supervisory and custodial personnel for any after hour use of school buildings.
  - 4) School Board classified employee associations.
  - 5) 4-H Clubs, Boys Scouts and Girl Scouts.
  - 6) Classes for credit supported by or requested by officials of the Grand Forks Public School District.
  - 7) Election polling places.
  - 8) Local non-profit organization in support of children's activities.
  - 9) Children's athletic clubs.
- B. **Type B:** Type B organizations will normally not be charged for the use of school facilities unless additional supervisory and/or custodial personnel are required or unusual circumstances require that the schools be reimbursed for special services. When meetings are held outside of the normal operating hours of the school, charges will be made for custodial and other personnel required for the meeting. In the case of fund raising by Type B organizations, the standard rental fee will be charged.
- 1) Charitable and civic organizations.
  - 2) Community service organizations.
  - 3) Organizations that sponsor activities, which in the judgment of the Superintendent, will play a significant role in community development and/or are of educational benefit to the community.
  - 4) Other governmental units for the purpose of conducting business meetings. For example, political parties held for the purpose of holding precinct or district caucuses.
  - 5) College classes and workshops.
- C. **Type C:** Type C organizations will be charged the rental fees and other user fees according to the schedule. Custodial fees will not be charged if the program takes place during operational hours and there is no increase in the normal workload.
- 1) Outside organizations when admission is charged or when the main purpose is fund raising.
  - 2) Political parties for purposes other than authorized caucuses.
  - 3) Any organization which does not qualify for Type A or Type B.
  - 4) Athletic camps.
  - 5) Church.
  - 6) Adult recreation team practice.
  - 7) Dance groups.

**GRAND FORKS PUBLIC SCHOOLS  
GRAND FORKS, NORTH DAKOTA  
FACILITY RENTAL AGREEMENT  
(Excludes Theatres – see page 20)**

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTING PARTY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ROOM (S): \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

Please initial the following:

- \_\_\_\_\_ Renting party must check with school principal prior to the event, to establish mutual expectations. Non-student school days follow the district calendar, no facility usage on those days.
- \_\_\_\_\_ Renter is responsible for behavior and safety of event participants.
- \_\_\_\_\_ The School District assumes no responsibility for injuries or other liability incurred due to the activities or events conducted by the renting party.
- \_\_\_\_\_ Areas used must be returned to their original condition of cleanliness and configuration.
- \_\_\_\_\_ There will be a user fee charged for weekend rentals;
- \_\_\_\_\_ Damages to facilities or equipment will be billed at actual cost to the District.
- \_\_\_\_\_ There is no weekend snow removal, so plan accordingly.
- \_\_\_\_\_ Payment should occur prior to first date of usage.
- \_\_\_\_\_ The organization/individual wishing to rent school facilities must provide liability insurance. The Grand Forks Public School District must be provided a Certificate of Insurance naming the school district as an additional insured on the policy.
- \_\_\_\_\_ If rented during normal business hours (7:00 A.M. to 9:00 P.M.) and at the Building principal's discretion – no rental fee.
- \_\_\_\_\_ If additional custodial time is required, District will bill renting organization accordingly.
- \_\_\_\_\_ Unpaid rental and/or custodial costs will result in the inability to rent a District facility until the District is paid in full.
- \_\_\_\_\_ A Certificate of Insurance must be sent to Building & Grounds (please see mailing address below).
- \_\_\_\_\_ There will be an additional COVID-19 fee of \$20/hour to defray custodial cleaning and disinfecting cost.
- \_\_\_\_\_ Renters will abide by the COVID-19 protocols as listed on page 9.

Hold Harmless Provision

The organization, individual, and/or sponsoring organization names above agrees to indemnify and hold harmless the Grand Forks School District, the Board of Education, its officers and employees from and against all claims, demands, damages, and action that might arise out of the use of the above building and premises by the above named organization or individual. The undersigned hereby covenants to pay or reimburse the Grand Forks Public School District for any and all expenses incurred by the school as a result of any property damage and/or any claim made against said school district arising from the rental and use of the above described facilities.

\_\_\_\_\_  
Signature - Director of Buildings & Grounds

\_\_\_\_\_  
Signature - Renting Party

\_\_\_\_\_  
Signature - Principal

\_\_\_\_\_  
Date

*Please send one signed copy to Buildings and Grounds, PO Box 6000, Grand Forks, ND 58206-6000.*

Dear District facility user:

We are pleased that you have selected \_\_\_\_\_ to facilitate your event.

Along with the privilege of using a Grand Forks School building (site), you are responsible for the following:

- 1) The school will provide no equipment such as basketballs or practice jerseys for non-school teams.
- 2) The school will provide no dressing facilities. Instruct your athletes to come dressed.
- 3) Keep the participants in the rental area as much as possible. Participants should not be allowed out of the rental area.
- 4) All facility use must be completed by 9:00 p.m. and the building must be cleared by 9:10 p.m. Our custodians are on time schedules and need adequate time for cleaning.
- 5) Athletes and coaches should make sure their shoes do not leave marks on the gym floor.
- 6) At the end of each session, the gym floor should be swept by the group completing their use time.
- 7) The facility must be left in the same condition as when you arrived. If additional custodial time is required, you will be billed for it.
- 8) Instruct your participants to show up as close to practice time as is possible. This will prevent the participants from interfering with other groups.
- 9) Our custodian staff is assigned to work on Monday through Friday. Because of that and supervisory concerns, the gyms will not be open on weekends unless special arrangements have been made.
- 10) Gym use privileges may be changed or shortened at any time.
- 11) Any damage or broken items are the responsibility of the use group.
- 12) No food or beverage is allowed in the gym.
- 13) IMPORTANT: Follow the posted building guidelines related to the specific campus restrictions on peanut/tree nut foods and/or snacks.
- 14) Renter shall not use, or permit on the premises, anything that may be dangerous to life or limb. Renter, its participants, employees, invitees, representatives, and/or guest, as well as any other person that may enter, shall not deface or damage the premises or any part thereof, or do anything or permit anything to be done on the premises which shall create a nuisance/hazard or negatively affect the reputation of the Grand Forks Public Schools.

**We agree to the above expectations and will honor them or lose our privilege of using \_\_\_\_\_ School to facilitate our needs.**

**Group Using Facility:** \_\_\_\_\_

**Name of Group Sponsor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

*Please return to the Building Principal.*

### **Work Flow Process for Administrators and Directors:**

1. Building Administrator (or his designee) receives signed rental agreement form.
2. Administrator sends the original rental agreement document to Building & Grounds. Principal retains a copy for the building file.
3. Building & Grounds routes the rental request needs to the appropriate department based on staffing needs request (if needed).
4. Building & Grounds reserves the requested space on the District rental calendar.
5. Building & Grounds will collect the rental fees and, along with a copy of the rental agreement documents forward all to Mary Osowski in the Business Office.

## **THEATRE RENTAL POLICY**

### **I. Procedures for Reserving a Space:**

- 1) Contact the office to see if desired dates are available. If so, receive a technical needs form. Date is tentatively set aside.
- 2) Fill out technical needs form and turn in to the District technical engineer.
- 3) Technical engineer will communicate with you to clarify information from form if necessary. He may ask for meetings if needs are complex, unique, or extensive.
- 4) Once needs of event are assessed, calendar dates may need to be reconfirmed or edited (additional setup & strike time may be necessary)
- 5) Building Administration determines the total fee based on the District's fee schedule. Base amount is expected prior to facility use. Labor will be billed immediately after the event.
- 6) Upon receipt of payment for base amount, date is finalized and reserved.

### **II. Classes of Events:**

There are three classes of events: production, concert, and lecture. This is based on the amount of technical support each group needs and how that group will use the Theatre. There are varying levels of support in each package. Each package should be priced differently.

#### **A) Production:**

These include plays, musicals, and operas, and usually have some sort of set, theatrical lighting (that is, the lighting has color, effects, and changes frequently) and sound (reinforcement, effects, or both), sometimes an orchestra, and usually a number of performers.

##### **1. Production A:**

- a) Facilities: includes full stage (including wings, catwalk, etc), make-up rooms, lobby, lighting system with Base Plot. May include limited sound, such as playing tapes/CD or sound effects, similar to sound 'lecture' system.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: A non-musical play or dance show.

##### **2. Production B:**

- a) Facilities: This package is Production A plus full lighting system, with either their or our unique plot if necessary. This would include spotlights if needed.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: A multiple Scene Play.

##### **3. Production C:**

- a) Facilities: This package is Production A plus full Sound system.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: A production.

##### **4. Production D:**

- a) Facilities: This package is Production B & C, the whole Theatre.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: A musical or opera with live orchestra.

## **B) Concert:**

These include band, orchestra, and choir concerts and solo performers. These usually have limited lighting (that is, the whole stage is lit, but the lighting doesn't change much) and some sound (reinforcement, recording, or both). Some musical performances might be more theatrical than concert.

### 1. **Concert A:**

- a) Facilities: includes full stage, shell, general concert lighting (that is, it doesn't change much except to go up or down during the show), and one announcing/solo mic.
- b) Labor: costs will be calculated based on required staffing needs),
- c) Example: Orchestra concert

### 2. **Concert B:**

- a) Facilities: This is Concert A with a larger number of mics, monitor speakers, and maybe the option of some flashier lighting using the base plot.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: Jazz concert

## **C) Lecture:**

These include lectures, awards ceremonies, class meetings, and audio-visual (AV) presentations. They usually have only a couple speakers, and limited sound and lighting. The AV presentations require the appropriate equipment, some of which can be rather elaborate.

### 1. **Lecture A:**

- a) Facilities: Includes the area in front of the main curtain, general light on that area, and one mic and maybe a lectern.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: awards ceremonies, Speakers

### 2. **Lecture B:**

- a) Facilities: This is Lecture A with AV equipment—video projector, slide projector, some sound support, etc. Could also use more of the stage, and controlled light on that area.
- b) Labor: costs will be calculated based on required staffing needs.
- c) Example: Financial aid night, small graduation ceremonies

## **IV. Flat Rate Plus Hourly:**

There is a base fee for each package, plus an hourly rate for staff. Total costs are calculated prior to rental approval.

## **V. Make-up Rooms:**

Renters bring their own make-up and accessories—hair dryers, curling irons, etc.

## **VI. Scene Shop:**

The scene shop is not available for rent due to liability concerns.

## **VII. Accessories/Questions:**

- ❖ Piano can be used, but renter will be back charged for the tuning, if necessary.
- ❖ Outside equipment must be approved in advance.
- ❖ Only our operators are allowed on our equipment.
- ❖ The District technical engineer is final arbiter of onsite problems.

## **VIII. Summer Rental Conditions:**

The Grand Forks Public Schools is under an energy conservation contract during the summer months. This may result in an air conditioning shutdown during the afternoon and evening hours.



Normal summer hours are from 7:00 am to 5:30 pm Monday through Thursday. The renter will have access only during these times. Extended hours may require additional staffing costs.

## Rental of District's Theatres

The rental/usage of the Grand Forks Public School District's theatres requires a theatre technician, assigned by the School District. The hourly rate for our Theatre Technicians is \$\_\_\_\_\_ to \$\_\_\_\_\_per hour and is based on our actual costs. The projected personnel costs to your organization will be listed on the approved application.

The District also bills for the actual custodial clean-up time. The more your organization can do before leaving the premises will help to reduce the custodial cost. The estimated time for your activity is \_hours.

Please make sure all necessary forms are completed and returned to the Director of Building and Grounds. Review the load-in or set-up times are accurate as well as the program date and time. If not, please complete. If you have any special needs not included on those documents, please contact the Director of Building and Grounds immediately. Please sign and return the application with payment to the Director of Building and Grounds.

**A Certificate of Insurance with a minimum of \$500,000 bodily injury liability coverage as well as \$500,000 for property damage coverage must be sent to the Director of Building and Grounds at least 7 days before any event – contact your insurance agent for this.**

Please be aware that organizations will be responsible for any additional expenses to the School District. These expenses might include damages to the facility due to usage, additional snow removal, electrical upgrades, additional trash pickups, etc.

Both high schools receive many phone calls about events. If applicable, please send any publicity material along with the completed application form. Such information may include: (1) where to purchase tickets; (2) show times; (3) ticket prices; (4) phone numbers for additional information.

### Explanation of Fees

The rental of the Grand Forks Public School District Theatres also includes use of the following: men's and women's dressing rooms and lobby facilities. If other areas of the building are required for your visit, they will be rented on a "per room" basis.

Rental of the equipment in the Grand Forks Public School District Theatres is included in the basic rental fee. Use of that equipment will require that the District Theatre Technician be on sight to see to its proper use. A district theatre technician will also be on duty for any event in the Theatre to ensure the proper management of the facility. Head technician fees are charged on hourly and are based on actual District costs. (Based upon the technical needs of your show we reserve the right to require additional staff at this rate.)

Additional technician fees will become necessary when the technical demands of the event dictate that one person cannot complete the job. Additional technicians are hired only for the time they need to be there to run their equipment.

Stage hands and follow spot operators will be paid the same as technicians. However, you may solicit your own volunteers to fill these necessary roles.

Custodial staff will be on duty if additional support outside the Theatre is necessary. Rental of rooms outside the theatre complex (listed above) will require that a custodian be on duty. Special cleaning between shows on a Friday through Sunday will also require a custodian to be on duty. All renters will be charged for the actual expense of cleaning the Theatre.

Ushering and room supervision is the responsibility of the renter. It is expected by Grand Forks School District. The following statement or your own statement which suggests these items should be announced 20 minutes and 5 minutes prior to show time.

**“Welcome to the Red River High School Theatre. The management of the theatre kindly asks that you not place your feet on the seats in front of you. We ask that absolutely no food or drink be brought into the Theatre or Lobby area. Please remove your hat so as not to bother those behind you. Please enter and leave your seat via the aisles and do so only when it does not distract from the performance. On behalf of the Grand Forks Public Schools, we sincerely hope you enjoy our facility.”**

Ushers should be assigned inside the Theatre and in the lobby to see that patrons comply with the discretion of the renter; but, we strongly encourage your ushers to let people in only when it is not disruptive to others.

Thank you for choosing the Grand Forks School District's theatre for your event!! With your help, we can keep our theatre a quality center for the arts for years to come.

**Grand Forks Public School District  
Rental Form for Theatre and Support Facilities**

Name of Performance: \_\_\_\_\_

Date(s) of Performance: Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_

Day 3: \_\_\_\_\_ Day 4: \_\_\_\_\_ Day 5: \_\_\_\_\_

*(The theatres may **NOT** be rented for over five consecutive days.)*

Time(s) for facility to be used:

Day 1: from \_\_\_\_\_ to \_\_\_\_\_ Total Hours = \_\_\_\_\_

Day 2: from \_\_\_\_\_ to \_\_\_\_\_ Total Hours = \_\_\_\_\_

Day 3: from \_\_\_\_\_ to \_\_\_\_\_ Total Hours = \_\_\_\_\_

Day 4: from \_\_\_\_\_ to \_\_\_\_\_ Total Hours = \_\_\_\_\_

Day 5: from \_\_\_\_\_ to \_\_\_\_\_ Total Hours = \_\_\_\_\_

Anticipated Attendance Number: \_\_\_\_\_

Name of Representative requesting rental application: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Address of Sponsoring Organization: \_\_\_\_\_

The organization or sponsoring company must have provide a copy of liability insurance. Please attach a copy of liability insurance to this form.

Insurance Company and Agent's Name: \_\_\_\_\_

**Fees**

Theatre/Performance Hall: \$ \_\_\_\_\_/day X\_days = \$ \_\_\_\_\_

Rehearsal: \$ \_\_\_\_\_/day X\_days = \$ \_\_\_\_\_

Small Theatre/Black Box \$ \_\_\_\_\_/day X\_days = \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Non-Profit Qualification**

Ticket Prices: \_\_\_\_\_

Beneficiary of Receipts: \_\_\_\_\_

Percentage of Gate given to Beneficiary: \_\_\_\_\_ (must exceed 50% and Proof of Payment supplied)

Technician Fees: \_\_\_\_\_ hours X \$ \_\_\_\_\_/hour=\$ \_\_\_\_\_

Custodial Fees: \_\_\_\_\_ hours X \$ \_\_\_\_\_/hour=\$ \_\_\_\_\_

Any Additional Fees: \$ \_\_\_\_\_

*(Fees are approximate and may be charged according to usage.)*

## Technical Needs Form for Theatre Rental

**(Please check those items which will be required during your event.)  
 (All events will require that a custodian and a technician be on duty.)**

Rooms included in the theatre complex:

\_\_\_\_\_ Men's dressing room, \_\_\_\_\_ Women's dressing room, \_\_\_\_\_ Theatre classroom,  
 \_\_\_\_\_ Other rooms \_\_\_\_\_ Special needs in the lobby area (tables, displays, etc.) Please explain:

Rooms NOT included in the theatre rental fees:  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom(s) # needed \_\_\_\_\_ Commons Area

You are responsible for load in/load out for all dates of the event.

Furniture Needed:

# Chairs \_\_\_\_\_ # Music Stands \_\_\_\_\_ Piano \_\_\_\_\_ Overhead \_\_\_\_\_ DVD \_\_\_\_\_

Additional Needs: Yes \_\_\_\_\_ No \_\_\_\_\_

Piano Tuned ..... \$50.00

Risers ..... \$25.00

Tables = \_\_\_\_\_ tables ..... \$5.00 per table

### **Hold Harmless Provision**

In addition, the Renting party undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

Accepted on behalf of (User(s)): \_\_\_\_\_

\_\_\_\_\_  
 Signature of Renting Representative

\_\_\_\_\_  
 Total Fee Paid

\_\_\_\_\_  
 Signature of Building Principal/Director of Buildings & Grounds

\_\_\_\_\_  
 Date Payment Received

## Notice to Renters

1. School District does not carry liability insurance for the protection of the renting or using agency or individual.
2. The possession or consumption or use of any alcoholic beverage or controlled substance is forbidden. Grand Forks Public Schools is a non smoking campus. Smoking is not permitted anywhere on District grounds.
3. The Board of Education reserves the right to refuse rental or scheduling to any group or organization.
4. No event will be considered scheduled until all forms have been completed and returned to the building principal/Director of Building and Grounds.
5. All advertising must contain: “The Grand Forks Public Schools has rented space to \_\_\_\_\_ and neither approves nor disapproves of the activity.\*
6. **RENTAL FEES MUST BE PAID IN ADVANCE.**
  1. (Make checks payable to Grand Forks Public Schools District)
7. **RENTAL FEES WILL NOT BE REFUNDED**

(Exception: Weather conditions cause cancellation. Snow removal at designated per hour rate. Contact the Building Principal in the event of inclement weather.)