



## **Building Rental Policy and Procedures**

When the buildings in Idaho Falls School District 91 are not being used for educational purposes, the community is welcome to use them, as long as the buildings are used in ways that are compatible with the purposes for which they were designed. The district currently operates four high schools, two middle schools, 12 elementary schools, as well as other buildings that house administration and district staff.

The Superintendent of Schools has established rules and procedures for building rentals as outlined in Board Policy 310 and 504. These rules have been established to protect and preserve district property. Building principals have been charged with scheduling and renting the buildings over which they have responsibility.

These buildings have all been paid for with voter-approved bonds over the existence of Idaho Falls School District 91, and as such, we expect that they be treated with respect. We also ask that those renting the buildings be wise in their activities and careful in how they care for our buildings.

We hope you enjoy your time in our schools. Please let us know if there's anything we can do to better benefit our students or those who will rent and use our buildings in the future. If you have any questions, please contact the building principal or the Director of HR & Finance.



# **Idaho Falls School District 91**

*A World Class Education*

## **Idaho Falls School District 91 Building Use/Rental Terms and Conditions**

1. Renter agrees to return the premises to Owner in the same condition it was received, excluding reasonable wear and tear. Abnormal or unreasonable cleanup necessitated by Renter will be subject to additional expense which Renter agrees to pay to Owner within 30 days of receiving an invoice. The hourly rate charged will be the same as contained in the fee schedule. The Renter shall furnish adequate supervision at all times to protect the Owners property from damage or loss arising from the use of district property. Any loss sustained by the Owner in connection with this agreement shall be restored at the Renter's expense.
2. The Renter is responsible for the safety of all participants using district premises and agrees to save and hold harmless Owner from any claims arising from this agreement. First Aid Stations or any other special services required to protect the safety and welfare of participants will be provided at the Renter's expense.
3. The Renter agrees to provide a liability and property damage Certificate of Insurance in the amount of \$1,000,000 naming Idaho Falls School District 91 as an additional insured prior to the date of the event. If such certificate is not obtainable, each participant must sign the Waiver and Release of Liability and Assumption of Risk form provided by Owner.
4. If due to catastrophe or any other cause beyond the owner's control said premises are not available for use during the use period, Owner shall not be held liable for any damage, expense or any other loss incurred by the Renter.
5. In the event it becomes necessary to secure legal services to obtain payments due under this agreement or in the enforcement of any of the provisions set forth, Renter agrees to pay additional fees to cover Owner's legal expenses and costs.
6. Renter agrees to use the building only for the purpose specified in this agreement.
7. Failure to comply with the Terms and Conditions of this agreement may result in denial of future building use privileges and/or non-waivers of fees. This includes ending activities at the time identified in this rental agreement.
8. Each Building Administrator may specify additional terms and conditions as they apply to individual buildings. These additional terms and conditions are considered part of this agreement when attached to this agreement and are to be acknowledged by the Renter by initialing in the prescribed box on the agreement.
9. When this agreement is signed Renter will pay 50% of the total amount due to reserve the building on the dates indicated in the agreement. The remaining 50% shall be paid prior to using the facility.
10. When possible, Club Sports, YMCA teams, and other organizations involving School District 91 students as participants, should use the district building where the majority of

participating students presently attend, or will attend as they advance through the school system.

## Rates, Categories, & Activity examples

Building Use Rates	
Facility/Room/Service	Hourly Charge
High School Auditoriums/Little Theatres	\$40
Middle School Auditoriums/Theatres	\$55
High School Main Gymnasiums	\$105
High School Auxiliary Gymnasiums	\$70
Middle School Gymnasiums	\$75
High School Libraries	\$40
Middle School Libraries	\$40
Elementary Libraries	\$25
High School Lunch Rooms/Cafeterias	\$30
Middle School Lunch Rooms/Cafeterias	\$30
Elementary Multipurpose/Cafeterias/Gyms	\$30
Ravsten Stadium	\$245
Classrooms	\$15 each
Band & Choir Rooms	\$15 each
Custodians (charged if extra time incurred)	\$20 each

**\*Minimum rental is two (2) hours per use. Uses are in one (1) hour increments**

Renter Categories				
	501(c)3 Non-Profit Organizations*		Other Organizations	
	Category A	Category B	Category C	Category D
	50% or more of participants are District 91 students	Less than 50% of participants are District 91 Students	50% or more of participants are District 91 students	Less than 50% of participants are District 91 Students
Rental Fees	No	Yes**	Yes**	Yes
Custodial Fees (if incurred)	Yes	Yes	Yes	Yes
Insurance Certificate of Release of Liability	Yes	Yes	Yes	Yes

\* 501(c)3 status must be evidenced by an IRS determination letter.

\*\* Rental discounts may be applied by building administrators based on individual circumstances.

Specific Activity Examples			
	Custodial Fees if incurred	Rental Fees	Insurance Certificate or Release of Liability
IHSAA Tournaments	Yes	Yes	Yes
Rentals by political or religious organizations	Yes	Yes	Yes
Fundraisers for school teams/clubs	Yes	No	Yes
City of Idaho Falls Joint Use Agreement	No	No	Yes (District Office responsibility)

Club sports that feed into district programs	Yes	No	Yes
YMCA Teams	Yes	No	Yes

## Building Rental Agreement

### Contact/User Information

Building Contact:	Renter Contact Name:
Building:	Business Name:
Address:	Renter's Address:
City, State, Zip: Idaho Falls, Idaho	City, State, Zip:
Phone:	Renter's Phone:
	Event Name:
	Intended use:
Date of Request:	Total Estimated attendees:
	Total Estimated District 91 Students:

### Rooms Requested

Room(s) requested	Dates Requested/Approved		Times Requested/Approved	
	Month	Date	Begin	End

Building Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, the renter certifies they are authorized to commit the above named Person/Business for the full amount shown due on the following page, and accepts all terms and conditions as set forth in this rental agreement.

Renter Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Acceptance and Acknowledgement of receiving and agreeing to Building Administrators additional Terms and Conditions: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

