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**USE OF SCHOOL FACILITIES - ADMINISTRATIVE REGULATIONS**

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(NON-Employees)

**Board approved, written permission (Building Use Request Form) is required prior to accessing/use of any Grant County Schools' facilities or grounds/property.**

**Procedure for applying for Facility/Building Use:**

All agencies, entities or persons not directly affiliated with the District desiring to use its' facilities or property must first obtain written permission (Building Use Request Form).

- a. Building Use Request Forms must be signed by the responsible person or officer of the organization requesting the use of facilities or property. Unless expressly waived by official action of the Board, all forms shall contain the following provision/information:
  - User covenants that it has and will have in force during periods of facility use a contract of insurance that provides general comprehensive liability coverage of any claim, demand, action, suit or judgment by reason of alleged negligence or other acts resulting in bodily injury or property damage arising out of the use of the facility. Such insurance contract shall provide for the payment of any attorney fees and other litigation expenses incurred by the Board of Education in connection with any claim, demand, action, suit or judgment arising from such alleged negligence or other act. The insurance coverage shall be in an amount of no less than \$1,000,000.00 per occurrence.*
  - Proof of such insurance coverage must be provided/attached to form prior to use of any school facility under a completed/approved Building Use Request Form..*

**1.0** The *Building Use Request Form* can be found at [grantcountyschools.org](http://grantcountyschools.org) under the "Employees" button; select "*Building Use Request Form*"; click to open.

**2.0** Complete all sections pertaining to your function, including a liability certificate of insurance.

**3.0** Present completed form, with attached liability certificate, to the building principal for approval at least 30 days prior to date of requested use.

**4.0** The building principal shall confirm that there is not a calendar conflict with the date of usage. If not, he/she shall approve and forward to the Director of Facilities for review/approval.\*

**\*If the organization/entity has used school facilities/property in the past and has breached their responsibility to appropriately supervise during the event such that inappropriate behavior caused damage of any nature to occur, this will result in forfeiture of permission to use school facilities in the future.\***

**5.0** The Facilities Director will verify that all required paper work has been submitted and that it meets board policy for use. If so, the Facilities Director will approve and forward to the Superintendent for review.

**6.0** The Superintendent shall review, and if appropriate, shall sign and recommend the BOE approve the requested use at the next regularly scheduled BOE meeting.

**7.0** Once approved by the BOE, an approved copy of the completed/approved Facilities Use Request Form will be scanned and provided to the Director of Facilities, the school principal, and the requester.

## USE OF SCHOOL FACILITIES - ADMINISTRATIVE REGULATIONS

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(Employees ONLY)

**A Waiver of Liability and Release of Claims Form shall be completed by any employee who wishes to accessing/use of any Grant County Schools' facilities or grounds/property and remain on file at the school he/she will be accessing/using the school's facilities.**

### **Procedure for applying for Facility/Building Use:**

All employees of the District desiring to use its' facilities or property for personal use outside of the instructional day must first complete a Waiver of Liability and Release of Claims Form *for the school/facilities the employee wishes to use.*

Employees shall be defined as: a regular employee; a substitute employee; an extra-curricular employee, and; a volunteer employee that has been approved by the BOE.

1. At the beginning of every school year, all employees as defined above shall receive a Waiver of Liability and Release of Claims Form in their Employee Handbook.
2. Any employee who chooses to access/use any Grant County Schools' facilities or grounds/property for any personal reason outside of the instructional day during the school year shall complete the Waiver of Liability and Release of Claims Form *for each school the employee wishes to access/use.*
3. The form will be completed and signed by the employee and given to the principal of each school the employee wishes to access/use.
4. The District will also allow access/use of the facilities of any of the employee's child(ren) or spouse that is covered under the employee's health insurance. (If insurance is held by another agency other than PEIA, a copy of said insurance shall be provided/attached to the form.) All family members that would be accessing/using the facilities will be listed on the form.
5. The principal shall review for completion and accuracy, then shall sign\* the form. A copy shall be given to the employee; the original shall be maintained in a file in the main school office.

**\* If the employee has used school facilities/property in the past and has breached his/her responsibility to appropriately supervise such that inappropriate behavior of themselves or their immediate family has caused damage of any nature to the facility or its contents to occur, or any individual was harmed, this will result in forfeiture of permission to use school facilities in the future.\***

6. School or approved non-employee events shall take precedence over individual employee facilities use.