

Paris High School Facility Information General Guidelines

As a service to the community, it is in the interest of Paris High School to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the school. The use of high school facilities for school purposes will have precedence over all other uses.

Facilities will only be used/rented to organizations if there is a current certificate of insurance, hold harmless agreement, and application on file with administration.

Rules and Regulations:

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities.

A responsible adult representative shall be present at all times.

Organizations or individuals not directly associated with the school must have a school representative in attendance at all times and may be charged for that service. The organizations or individuals must also have adequate adult supervision to ensure proper care of and use of school facilities.

Organizations or individuals using school facilities are expected to adhere to all school policies. Failure to do so could result in cancellation of facility use privileges.

In addition to school policies, the following rules are of particular note:

1. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
2. Pay all rental fees in advance.
3. Pay costs for any other services requested along with any applicable custodial fees.
4. Pay for any damage to school facilities, furniture, or equipment arising out of its use whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
5. Supply adequate supervision to ensure proper care and use of school facilities.
6. No smoking or drinking of alcohol beverages is allowed on school property.
7. Do not move any furniture or equipment without prior approval of the administration.
8. Do not attach, nail, or otherwise affix signs, displays, or materials to school facilities without prior approval.
9. Agree to use appropriate emergency procedures including calling 911 for medical emergencies or calling 911 whenever an AED is used.

Procedures for Scheduling

Application for the use of school facilities should be made to the Building Principal's office at least fourteen (14) days before the scheduled event, with allowances made in the case of an emergency.

Approval to use school facilities will be made by the Principal or Board of Education in keeping with school policies and regulations.

Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Paris High School as an additional insured for the period of time that the organization or individual will be using the school's facilities, as well as sign the School's Hold Harmless Agreement.

All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

**Paris High School
Facility Use Application Form**

Instructions: This form is to be completed, signed, and returned to the Principal. A certificate of insurance including the high school as an “Additional Named Insured”, signed Facility Use Agreement and signed Hold Harmless Agreement must be returned with this application before approval will be considered.

1. Name of Organization: _____
2. Name of Representative: _____
3. Address of Representative: _____
4. Telephone Number of Representative: _____
5. Email of Representative: _____
6. Type/Purpose of Event (Meeting, Fundraiser, Training, etc.): _____

7. Venue Requested – Please check all that apply:

<input type="checkbox"/> Paris Center of Fine Arts	<input type="checkbox"/> Football Practice Field
<input type="checkbox"/> Library Media Center	<input type="checkbox"/> Gym
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Baseball Field
<input type="checkbox"/> Football Field and/or Track	<input type="checkbox"/> Softball Field
8. Food Service: Please check all that apply:
 I plan to use a caterer. Name of caterer _____
 I plan to bring in my own items to serve.
9. Date and Time of Event: _____
10. Expected Duration of Event (*Include set up and clean up time*): _____
11. Is This a School Related Event _____ Or Other Outside Event _____
12. Anticipated Number Attending: _____
13. Will Your Participants be Charged a Fee: _____
14. Special Requirements Needed: (*i.e. Stage, Sound System, Lightening, Technology, Display Tables, Microphone, etc. If technology is needed – do you intend to use the school’s technology or bring your own equipment*): _____

15. List Any Items You Will Be Bringing In: _____

16. Name of Current Insurance Carrier: _____
17. Current Limits Carried: _____

By signing below, I am authorized to act on this request for the organization named above. I understand that granting of this request does not constitute recognition of such organization as a school affiliated group and the group or organization will not represent itself or any of its activities as affiliated with the school. I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

Applicant Signature

Date

Paris High School Pricing and Terms

Group I: School Sponsored Organizations:

School organizations may request Group I status by submitting a written request to the Principal. Student groups and recognized school organizations may use the school facilities at no charge.

Group II: Community Organizations (Non-Student Affiliated):

Group II organizations may use the school facilities at no charge upon determination by the Principal or designee that the facilities are being used for the direct benefit of the students. If the Principal or designee determines that the facilities are not being used for the direct benefit of the students, the regular fee schedule shall apply.

1. Civic Organizations such as Kiwanis, Rotary, Lion's, etc.
2. Religious Organizations
3. Fraternal Organizations
4. Non-Profit Groups
5. Other

Group III: Commercial and Political Activities:

1. Political Party Organizations
2. Business Firms or Private Individuals

The Principal under any circumstances has the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interest of the school or community.

All rental fees must be paid prior to the scheduled event date.

If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%.

Group Status: _____

Total Cost: _____

Facility Use Agreement

On behalf of _____ (*Organization Name*), I have read, understand, and agree to comply with the school policy relating to the use of school facilities. I have read and understand the facility use information, and have been made aware of all costs associated with use of the facilities.

Signature

Date

Paris High School
Hold Harmless Agreement and General Release for Use of School Facilities

Agreement made this _____ day of _____, 20____, by and between Paris High School and,

(Hereby known as “Lessee”) as follows:

For and in consideration of the use of Paris High School facilities on _____, 20____, Lessee does hereby discharge and fully release Paris High School from any and all damages, injuries, causes of action and liability arising out of the use of Paris High School, including but not limited to, all injuries received or which at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Paris High School to hold the said Paris High School free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully defend, at their expense, any and all suites, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully pay and reimburse Paris High School for any all damage to Paris High School facilities resulting from Lessee using said facilities on said date.

Paris High School

Approved by:

Principal

Lessee

By _____

Paris High School Checklist for Facility Use

The following items must be completed and turned into the school office before any approval for school facility use will be considered. Please ensure that all items are checked.

- Facility Use Application Form (page 3)
- Signed Facility Use Agreement (page 4)
- Signed Hold Harmless Agreement and General Release for Use of School Facilities (page 5)
- Certificate of Insurance – Naming the High School as an Additional Insured

To be completed by the school:

The following must be completed after the approval or denial of the group or individual for use of school facilities and filed.

Please check one: Approved Denied

Additional information regarding approval/denial of application:

By _____
Principal

Date

Approval/Denial letter sent to group or individual

Date

Paris High School Fee Schedule

Gym:

\$1000 per day

Cafeteria:

\$500 per event

Library:

\$500 per event

Theater: (Includes use of dressing rooms if appropriate. Does not include ticket takers or ushers for the event.)

\$1000 per day

Sound/Lightening Techs: (Must verify use of these services prior to the event with specific requirements stated in advance.)

\$50 per hour with four (4) hour minimum

Custodial Fees:

\$50 per hour

Computer Lab:

\$250 per event

Football Field and/or Track

\$250 per event

Football Practice Field

\$250 per event

Tennis Courts

\$250 per event

Baseball Field

\$250 per event

Softball Field

\$250 per event