

Holden R-III School District

General Conditions for Facility Use

1. User agrees that the property and facilities of Holden R-III School District shall be used only for purposes that conform to, and in a manner consistent with, federal, state, and local law and the policies and procedures of the District and only for the purposes as described herein.
2. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the District.
3. Smoking is not permitted in any District facility.
4. The sale, consumption or possession of alcoholic beverages shall not be permitted on District premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on District premises. The primary contact person above will be held responsible for the enforcement of this rule.
5. The use of profane language or gambling in any form is not permitted in any District facility.
6. No use of equipment shall be granted unless an instructor or attendant, approved by the District, is in charge of the rooms or equipment.
7. User understands, if selling concessions at event, the District is under contract with Pepsi-Cola for sale of their beverage products only on District premises. Food or beverages (other than water or sports drink) are not allowed in the district gymnasiums.
8. User agrees to be responsible for any damage to District facilities and/or injury to other persons using the facility under this Agreement.
9. User agrees to indemnify, defend and hold harmless Holden R-III School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the District facility under this Agreement, notwithstanding the negligence of Holden R-III School District, its board, administrators, employees, agents and volunteers.
10. User agrees to provide the District proof of comprehensive general liability insurance of not less than \$1,000.00 per occurrence, which names the District as an additional insured. The District reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the District can arrange for the procurement of special event insurance at the rate of \$51 per event for 1,000 or fewer participants and \$70 per event day when participants are over 1,000. Deductible is \$250 per claimant. Questions can be directed to the District or our insurance provider at (800) 877-8218.
11. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the District.
12. Estimated fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to Holden R-III School District and returned to the District's Central Office at least 7 calendar days prior to event. In the event additional costs are incurred, user will be notified of additional fees and will be required to submit payment for such fees.
13. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the District has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
14. The District reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The District also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
15. Users of District facilities will abide by the General Conditions.

Signature of Primary Contact Person

Date

Fax Agreement to Holden High School

Fax: 816-732-4142

Phone: 816-732-5523

FOR OFFICE USE ONLY _____

Estimated rental charge _____

Estimated other fees _____

Total amount of payment _____

Date of payment/received by: _____

Notification sent to Building Administrator/Supervisor _____

Approval by Superintendent _____
Signature

Payment Coded to:

\$ _____ 5190-Other Local Revenue/Gym Rental

\$ _____ 5190-Other Local Revenue/Custodial Costs

\$ _____ 5165-Food Service Non-Program

\$ _____ Total Rental Fees