

NO SMOKING IN USD 297 BUILDINGS OR ON 297 PROPERTIES

Building Use Agreement

Rental Information

For normal use of facilities of the buildings under the jurisdiction of the Board of Education of USD 297, a fee of \$5.00 per hour (not to exceed \$10.00 per each day's usage) will be charged to cover utilities. There may be requests for extended use or for commercial use of the facilities where a rental fee above the \$10.00 maximum will be charged. This will be negotiated.

Custodian fees or fees for other supervisory personnel will be billed separately and paid directly to the custodian or other persons. Fees are charged on an hourly basis with time starting when the building is requested to be opened and ending when the facility is cleaned and closed. Groups using the buildings can reduce their costs by assisting the custodians in cleaning and in adhering to their contracted schedule.

When a facility is used while a custodian is on regular duty for the school, the group will pay one-half times the custodian's regular hourly salary for the additional services. The school is responsible for the regular salary. When the custodian must open and be responsible for the building on holidays, Saturdays, or Sundays, the custodian will be paid time and a half for his or her services by the group using the building.

All billings are sent from the Central Office. Rental payment checks are made to USD 297. Custodian or other supervisory personnel checks are made directly to the person performing the service.

The building will not be rented for private or family events.

There is no rental fee for adult education programs sponsored by colleges or otherwise approved by the Board of Education as adult education programs. There is no rental fee for activities sponsored and organized by the St. Francis Recreation Commission.

The Board retains the right to refuse rental to any organization for just and reasonable cause.

For all events, a custodian (or other person designated by the building principal) must be scheduled and be responsible for opening, supervising, securing, and cleaning the buildings used.

See rental agreement below

Rental Agreement

This form should be filled out, printed, signed and delivered or sent to:

Scott Carmichael
USD 297 Principal
P.O. Box 1110
St. Francis, KS 67756
scarmichael@usd297.k12.ks.us

Group or Organization contracting the building: _____

Today's date: _____ Person contracting the building: _____

Date of use: _____ Time building needs opened: _____

Time building needs closed: _____

Room(s) needed: _____

Organization's billing address: _____

Principal

Authorized Person from Organization

TO BE COMPLETED BY BUILDING PRINCIPAL

Custodian assigned: _____

Hours worked: _____

Event during normal working hours? yes no

Building Rental Fees

Hours of use _____ x \$5.00 = _____ (not to exceed \$10.00) x days of use ____ = \$ _____

TO BE COMPLETED BY DISTRICT OFFICE

Custodial Fees

Hourly wage \$ _____ x .5 = \$ _____

Hourly wage \$ _____ x 1.5 = \$ _____

Total pay to custodian: \$ _____