

USD 388 Facility Use Agreement – Amendment Insert

Purpose: This amendment clarifies renter and school district staff responsibilities when district facilities are used by outside groups. The intent is to ensure clear expectations, safety, and continued community access.

RENTER RESPONSIBILITIES

The renter (organization and responsible person) is primarily responsible for all aspects of the activity.

1. Supervision & Conduct

- Provide adequate adult supervision for all participants, spectators, and guests at all times.
- Ensure compliance with all district policies, facility rules, and applicable laws.
- Designate an on-site responsible person for the duration of the event.
- Touch base with the principal and superintendent before the event.

2. Event Management

- Manage all event activities, schedules, admissions, crowd control, and participant behavior.
- School district staff present are not responsible for running, supervising, or managing the event.

3. Approved Areas Only

- Use only rooms and spaces approved on the facility use form.
- **Accessing unauthorized areas is prohibited.** Clearly visible signage should be posted to mark restricted or staff-only areas.

4. Setup, Tear-Down & Cleanup

- Complete all setup and tear-down unless prior arrangements are approved by the building principal.
- Perform general cleanup of all approved areas used, including removing trash, wiping surfaces, sweeping floors if needed, and leaving restrooms in reasonable condition.
- Failure to complete adequate cleanup will result in custodial charges at the applicable overtime rate (one-hour minimum).

5. Materials & Supplies

- Provide all event-specific materials (decorations, food service items).
- District supplies may not be used unless expressly authorized. Toilet paper and soap will be supplied for restrooms.

6. Damage & Reporting

- Immediately report accidents, damage, or safety concerns to the building principal or on-site staff.

- The renter is financially responsible for all damage occurring during facility use, including labor and materials.
- For large events (100 or more attendees), proof of liability insurance must be on file at the district office prior to the event being held.

SCHOOL DISTRICT / STAFF RESPONSIBILITIES

1. Staff Presence & Support

- Ensure building access, security, and use of approved areas only.
- Serve in a facility support and emergency response role.

2. Emergency Response

- Respond to building-related emergencies or safety concerns.
- Staff presence does not transfer supervision or event management responsibility away from the renter.
- Set up designated ambulance entrance in SE corner of the gym and up in front of the building.

3. Restroom & Facility Support

- Ensure restrooms are stocked prior to the event.
- Renters are responsible for maintaining reasonable cleanliness during the event.

4. Cleaning Supplies

- Basic cleaning supplies may be shared with renters upon request.
- Staff may assist as appropriate but are not solely responsible for cleanup during the event.

5. Post-Event Cleaning

- Custodial staff will complete post-event cleaning as needed after renter responsibilities are fulfilled or if cleanup is insufficient, with applicable fees assessed.

SHARED UNDERSTANDING

The presence of school district staff does not relieve the renter of their responsibilities under the Facility Use Agreement. Clear adherence to these expectations ensures safe use of facilities and continued availability for community organizations. By signing this agreement, we are agreeing to protect, indemnify, save and keep harmless, the Ellis School District against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property, including injury to ourselves, and will protect, indemnify, save and keep harmless the above mentioned parties from an and all claims, costs or expense arising out of our use of the premises for the purpose(s) and time(s) stated.

This amendment is incorporated into and made part of the USD 388 Facility Use Agreement.

GUIDELINES/AGREEMENT FOR USE OF U.S.D. 388 FACILITIES

We are glad the school district's facilities are her for our communities. Please look through the information given to you so that you will know our expectations and your obligations. Certain activities may require BOE approval as determined by the building principal. If such approval is deemed necessary, the BOE will act upon the request at the next regularly scheduled BOE meeting.

1. Name of organization: _____
 2. Date(s) requested: _____ Time of day needed: From _____ a.m./p.m. to _____ a.m./p.m.
Phone: _____
 3. Responsible person(s): _____ Email _____
If more than one, all are jointly and individually responsible.
 4. What type of activities will be involved? _____
 5. Number of people involved? _____
 6. Facility being requested: EHS _____ WGS _____ North High Campus _____
Weight Room _____ Football field _____ Football practice field _____
Other (Please specify) _____
 7. Check all rooms you will be using: Gym _____ Library _____ Auditorium _____
Commons/Cafeteria _____ Other (Please specify) _____
 8. List any equipment or additional furniture needed: _____
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Fee Schedule for Approve Use of School Buildings

New High School Gym

1-4 Hours	\$50	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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4 Hours and Above	\$100	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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Grade School

1-4 Hours	\$50	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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4 Hours and Above	\$100	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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Kitchen Use \$50 State Law requires a Food Service employee be present when the kitchen is used by outside groups.

New High School Auditorium

1-4 Hours	\$50	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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4 Hours and Above	\$100	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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Old High School Gym

1-4 Hours	\$25	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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4 Hours and Above	\$50	Monday through Sunday No events will be scheduled before 12 noon on Sundays
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Custodial and/or Food Service Employee Fees 1 hour minimum at the Weekend Rate. (Custodial needs are determined by the building principals)

PLEASE READ CAREFULLY AND COMPLY WITH THE FOLLOWING GUIDELINES

1. No one is to be in any area other than the areas approved.
2. It is the responsible person's obligation to leave the room in the same condition in which it was found. The renter will be charged the custodian's overtime rate for any clean up needed at a one hour minimum. Time will be calculated and billed after the even.
3. Notify the building principal immediately if there are any problems or accidents.
4. The school district is not responsible for items left, lost, or stolen.
5. Remember to lock all doors and windows and **TURN OFF THE LIGHTS**.
6. The person in charge of the group must pay for damages that occur while the building is being used including materials and labor.
7. School district use of the facility takes priority over any other organized scheduled activity.
8. Please visit with the building principal about any concerns.
9. There will be no smoking, chewing tobacco, drinking of alcoholic beverages or disorderly conduct permitted within the building or on the school grounds.
10. No use of facilities will be allowed before 12 noon on Sundays. Facilities will not be available during KSHSAA buffer week or legal holidays.
11. Faculty and staff need approval of the building principal for facility use.
12. You must be 21 years of age to sign as the responsible person.
13. Persons using USD 388 facilities will not discriminate.
14. Non-compliance and/or abuse of these guidelines may result in not being able to use USD 388 facilities in the future by the responsible person and/or group.
15. Special activities may require USD 388 BOE approval.
16. See attached Amendment

I, THE UNDERSIGNED, am at least 21 years of age and agree to keep accurate time of building use, comply with the guidelines and pay appropriate charges for the use of USD 388 facilities and personnel. All signatures are needed for scheduling purposes and the complete form will be sent back to the responsible Person.

_____ Responsible Person	_____ Group/Activity	_____ Date		
_____ Address	_____ Phone			
_____ Principal	_____ Date	Approved: Yes_____	No_____	
_____ Athletic Director	_____ Date	Approved: Yes_____	No_____	
_____ Building Custodian	_____ Date	Approved: Yes_____	No_____	
_____ Board Clerk	_____ Date	Approved: Yes_____	No_____	
Recreation Commission Notified of schedule at North Campus YES_____				
Activity needs further approval by USD 388 BOE: Yes_____No_____				
(if this approval is needed, it will be acted upon at the next regularly scheduled BOE meeting)				
_____ Superintendent	_____ Date	FEES OF \$_____ RECEIVED ON_____		