



MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 830-Exhibit

USE OF BUILDING AGREEMENT

1. Name (if any) of Requesting Group or Organization: _____

2. Name of Individual Sponsoring or Representing the Group or Organization:

3. Date of Request: _____

4. Date(s) Facility is to Be Used: _____

5. Type of Group: _____ School-Allied Group _____ Local Adult Group
_____ Local Youth Group _____ Non-Local Group

6. Purpose of building use: _____

7. Approximate No. of Persons Involved:

- a. Youth Group No. of Children: _____
 No. of Adult Supervisors: _____
- b. Adult Group No. of Adults: _____

8. Specific Area(s) or Building to be Used:	Charges:
_____ Gymnasium/Multipurpose Room/Locker Room	\$ _____
_____ Conference Room	\$ _____
_____ Cafetorium	\$ _____
_____ Kitchen, Elementary School	\$ _____
_____ Kitchen, High School	\$ _____
_____ Classroom, Elementary School (No. _____)	\$ _____
_____ Classroom, Middle/High School (No. _____)	\$ _____
Total Building Use Cost \$ _____	

9. Inclusive Hours Facility is to Be Used: (Inclusive Set-Up and Clean-Up/Close-Up Time)

Starting Time: _____ Close-Up Time: _____ Total Hours: _____

Policy 830-Exhibit Continued:

I, the undersigned, enter into this agreement with the Mineral Point Unified School District in behalf of the _____ for the use of school facilities as specified and enumerated above. I further agree to fully comply with the following conditions, restrictions, rules, and regulations:

1. There will be no gambling of any sort nor any alcoholic beverage served or consumed anywhere in the school buildings or on school grounds at any time.
2. Only the specified area(s) of the building indicated will be used. At no time will individuals enter or use other parts of the building.
3. Smoking is not permitted on any school property.
4. The sponsor or representative of the requesting group shall be in attendance the full time the facility is used. The sponsor or representative of the requesting group is fully responsible for the care of the equipment and the facility and will bear the cost of repair or replacement of damaged or lost items.
5. The hours of reserved use as stated will be strictly adhered to.
6. If this activity involves children, a minimum of one adult supervisor will be present for every ten children in attendance.
7. Only those members of the requesting group shall be permitted in the building.
8. At the conclusion of the activity, all equipment/materials will be properly returned to their original places and the facilities will be cleaned and left in the same conditions of order and cleanliness as they were found at the start of the activity. Also, all lights will be turned off and doors properly locked.
9. Building keys will be picked up and promptly returned in accord with directive from the elementary principal or middle/high school principal.
10. The group using the facility, its sponsor or representative assume full financial responsibility for any damage to the building, furniture, equipment or grounds incurred during the use of the facility.

Policy 830-Exhibit Continued:

11. The group and sponsor or representative assume full liability for any and all injuries to individuals involved in and/or present at the activity.
12. Food and/or drinks are only allowed in the cafetorium (MS/HS) and the elementary multi-purpose room.
13. The school district reserves the right to terminate this agreement and to rescind the right of the group to use school facilities in the future when, in the judgment of the elementary principal or middle/high school principal, the group has failed to adhere to these rules and regulations or otherwise and Policy 731.1 "Key Control" has shown a disregard for school properties.

Group or Organization

Signature or Group Sponsor/Representative

Date

Approved By: _____

Elementary or Middle/High School Principal
Mineral Point Unified School District