

**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