

## **PROCEDURES FOR COMMUNITY USE OF Killington Elementary SCHOOL FACILITIES**

The superintendent and or designee shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to those criteria the following requirements will govern such use. All users will:

1. Make arrangements for fee payments in advance of use.
2. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
3. Ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin, or handicapping condition.
4. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
5. Ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface school property.
6. Provide required number of chaperones for children (one adult per 10 or less unless otherwise stated).
7. Ensure that the number of attendees does not exceed the authorized capacity of the facility for each designated area..
8. Ensure that participants' vehicles are parked only in areas designated according to the parking plan.
9. Ensure that usage and users are restricted to assigned areas.
10. Allow food and drink only in areas designated for eating.
11. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
12. Prohibit smoking in buildings and on grounds.
13. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
14. Will obtain permission prior to bringing animals on to school property.
15. Observe contracted time limits.
16. Leave the building in a clean, neat and orderly condition.
17. Ensure reimbursement for the cost of damages occurring during use.
18. Agree to hold harmless and indemnify the school board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school board property for which the board is liable. (An insurance policy for such coverage is required.)

19. Comply with such safety regulations and policies as the school board may require.
20. Comply with all federal, state, and local laws, regulations, and licensing requirements.

I have read and understand all of the above criteria for use of the school facility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Killington School District Waiver, Indemnification  
and Hold Harmless Agreement**

In consideration of having the benefit of the use of the Killington Elementary School facilities at 686 Schoolhouse Road (location), of the Killington School District, the undersigned organization, for itself and its officers, directors, employees, agents and members, hereby waives any claim for any personal injury, property damage, or other loss, expense or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the above District and the Woodstock Central Supervisory Union and their directors, officers, employees, agents and contractors, harmless for and from any claim, demand, action, liability, expense or damage incurred as a result of or relating to such use.

ORGANIZATION:

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BY:

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# Killington School District

Date: \_\_\_\_\_

Please submit this form, in duplicate, to:

Killington Elementary School  
686 Schoolhouse Road  
Killington, VT 05751  
802-422-3366 fax: 802-422-3367

The undersigned hereby makes application on behalf of  
\_\_\_\_\_ for permission to use the  
\_\_\_\_\_ (facilities desired) on  
\_\_\_\_\_ (date) from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm) for the  
following purpose:  
\_\_\_\_\_  
\_\_\_\_\_

The charge for use of above referenced facility and purpose will be  
\$ \_\_\_\_\_. The proceeds will be donated to  
\_\_\_\_\_.

If said permission is granted, we hereby agree to comply with the rules,  
procedures and policies of the Sherburne Board of School Directors governing the  
use of school facilities and to take the utmost care in the use of school property,  
and to pay for any damage to or loss of school property arising from our use of  
the building.

Furthermore, we agree to pay the fee charged for the rent, if any, and services of  
any personnel required and appointed by the school.

Organization:  
\_\_\_\_\_

Representative and Title:  
\_\_\_\_\_

Address:  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Day \_\_\_\_\_ Evening

**FOR DISTRICT PERSONNEL ONLY:**

The above application is approved and charges will be as follows, payable to the \_\_\_\_\_ School District.

Rental \$ \_\_\_\_\_ Custodian \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Supervisory: \$ \_\_\_\_\_ Police \$ \_\_\_\_\_ No charge \_\_\_\_\_

Other charges/conditions: \_\_\_\_\_

**Signed:** \_\_\_\_\_, Principal Date: \_\_\_\_\_

The above application is DENIED for the following reason: \_\_\_\_\_

\_\_\_\_\_  
**Signed:** \_\_\_\_\_, Principal Date: \_\_\_\_\_