

**Lonoke School District  
Facility Use Agreement**

This agreement is made between \_\_\_\_\_ (referred to as "USER") and Lonoke Public School District, concerning the use of the following District facility:

Building/Facility to be used: \_\_\_\_\_

Brief description of use: \_\_\_\_\_

Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Set-up Start: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Set-up Requirements: (Please *circle* all that apply.)

\*Audio Visual

Cafeterias – tables & chairs

Lights/Sound/PA System

\*Food Services (Kitchen not available unless circled)

\*Arena Area

No set-up is needed from school personnel

\*Arena Stage

(\*Additional fees may apply)

USER Contact Name: \_\_\_\_\_ Phone Number (day): \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_ Phone Number (evening): \_\_\_\_\_

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

The "USER" agrees to comply with the following terms and conditions:

1. The USER will pay deposit and fees as listed on Fees & Deposits page as daily rate for the use of the facilities. The deposit will be returned to the USER if the facilities are clean and there are no damages to the facilities or equipment and after the USER has paid all applicable supervisory fees and any other applicable fees.
2. The USER will reimburse LPSD for any and all damages caused to the facilities and/or the equipment therein.
3. The USER assumes all responsibility and liability for the requested use and agrees to defend, indemnify and hold LPSD harmless from any and all loss, damage or injury to any person or property arising
4. The USER will be solely responsible to provide adequate supervision of the activities conducted in LPSD facilities. If the District has requested the USER to have security personnel available, the cost of security personnel will be the sole responsibility of the USER.
5. The USER will comply with all applicable state laws and LPSD policies.

USER Assurance: I, \_\_\_\_\_, agree to be financially responsible for the facility while in use for the above-described event.

\_\_\_\_\_  
USER Signature & Date

\_\_\_\_\_  
LPSD Representative Signature & Date

**NOTE: Building and District approval is not a guarantee of availability of all services. Those will be arranged as soon as possible following approval. If any problems arise, the person making the request will be notified. Approval for use of the facilities is contingent upon authorized personnel being available for the event.**

# Lonoke School District Facility Use

## FEES & DEPOSITS

**DEPOSIT** (refundable if all conditions are met)

DUE NOW \$ \_\_\_\_\_

### RENTAL FEE SCHEDULE (applicable for Group 4)

Primary School Cafeteria \$100.00

Primary School Gym (A/C) \$100.00

DUE NOW \$ \_\_\_\_\_

Elementary School Cafeteria \$100.00

Elementary School Gym \$100.00

DUE NOW \$ \_\_\_\_\_

Middle School Gym \$150.00

Middle School Cafeteria \$150.00

Middle School Gym & Cafeteria \$300.00

DUE NOW \$ \_\_\_\_\_

High School Cafeteria \$150.00

Old High School Gym \$100.00

Gina Cox Arena \$750.00

HS Cafeteria & GCC Arena \$900.00

DUE NOW \$ \_\_\_\_\_

### SUPERVISOR'S FEE (applicable for Group 3 & 4)

\$25.00 per hour on weeknights / \$30.00 per hour on weekend/holidays)

Estimated Fee Calculation:

Event day: \_\_\_\_\_ weekday \$25 or \_\_\_\_\_ weekend \$30

Estimated # of supervisory hours \_\_\_\_\_

Estimated Supervisory Fee: \_\_\_\_\_ hrs x \_\_\_\_\_ /hr DUE NOW \$ \_\_\_\_\_

*(These fees are to be paid directly to the individual by the USER)*

### CUSTODIAN FEE (applicable for all Groups)

\$17.50 per hour on weeknights / \$20.00 per hour on weekend/holidays)

*(These fees are to be paid directly to the individual by the USER)*

### ADDITIONAL FEES

\_\_\_\_\_

\_\_\_\_\_

DUE NOW \$ \_\_\_\_\_

**TOTAL ESTIMATE OF FEES DUE:** \$ \_\_\_\_\_

USER is responsible for clean-up. If facility is left unclean, the District will deduct cost for cleaning from deposit. If additional funds are needed, the USER will be billed the additional cost.

## **PROCEDURE FOR SECURING AND USING THE SCHOOL FACILITY**

1. Applicants must complete a specified application no less than ten (10) days prior to date for which the facility is desired. The principal will then review the application and recommend its approval or rejection to the superintendent.
2. Refer to Fees & Deposits for breakdown of rental and supervisory fees the USER is responsible for paying in advance.
3. If application is approved, pay deposit within 5 days of approval. Payment of rental and supervisory charges must also be made in advance. Checks should be payable to Lonoke School District, and paid at the facility which is being rented.
4. After facility has been used and LPSD administrators of said facility has verified to the superintendent no damage has been incurred, the building is appropriately cleaned, rental payment has been received (if applicable), and supervisory fees have been paid, the applicant's deposit will be returned.

## Lonoke School District Facility Use REGULATIONS

Group Type	Rent	Supervision	Custodial
<b>Group 1</b> – School Activities: play, ballgames, faculty meetings, staff development, etc.	None	N/A	Paid by the District
<b>Group 2</b> – School groups or activities sponsored by school groups: dances, talent shows, etc.	None	N/A	Paid by the District
<b>Group 3</b> – Non-profit groups; service clubs, civic clubs, charitable organizations, 4-H, Scouts, class reunions, etc.	None	USER Pays (See Fees & Deposits)	Responsibility of the USER
<b>Group 4</b> – Private Use: pageants, churches, family reunions, political rallies, individual groups, fundraisers, candidates, political party activities, businesses, any group or individual not included in groups 1-3	Yes (See Fees & Deposits)	USER Pays (See Fees & Deposits)	Responsibility of the USER

1. Any time school facilities are used, a school employee must be present during the entire time the facility is in use. The building principal or custodial supervisor has complete discretion in determining the need for custodial services.
2. A school cafeteria employee must be present anytime the kitchen is being used. The Director of Food Service will determine the number of employees needed to cook and serve for banquets. For a quote for food service fees, contact Mrs. Elen Smith, Food Service Direct at 501-676-7062.
3. The district may insist that security personnel be employed. If required, security fees will be set by the individual or agency that is providing security. Approved security personnel: School Resource Officers, local police officers, Sheriff Deputy, etc. Cost of security personnel will be the sole responsibility of the renter.
4. Rental fees must be paid in advance to the building principal of the building being used. Do not mail. A 24 hour cancellation notice is required for refund of rental fees.
5. USER is responsible for clean-up. The facility must be returned to normal operation immediately after the event. If the District employees are required to clean/repair facilities, USER will lose their deposit and be billed for additional hours/supplies as needed.
6. Liability insurance is the responsibility of the USER.
7. The Lonoke School District reserves the right to cancel this agreement if an unscheduled school activity must be conducted.
8. STATE LAW PROHIBITS SMOKING ON SCHOOL PROPERTY.
9. NO ALCOHOLIC BEVERAGES WILL BE ALLOWED ON THE PREMISES.