



Northome School Facility Use Form

CONDITIONS FOR USE OF SCHOOL FACILITIES

Any group or individual who wishes to use Northome School's facilities must complete this form and submit it for administrative approval. This form must be turned in to the office at least 2 weeks prior to the requested date. School administration will review the request and notify the group/individual when/if it has been approved.

Alcohol and other intoxicating beverages/substances are strictly prohibited on school property.

Smoking and/or vaping is strictly prohibited in the school building.

Groups are not allowed to use the kitchen or kitchen equipment without a cook being on duty. (See fee's listed below).

Generally there will be no custodial charge for use of the facility when a custodian is on duty as a part of their regular shift, unless extra time is required for set-up or clean up related to the event. If there is no custodian scheduled to be in the building at the time of the event, there may be an additional fee charged. (See fee's listed below).

A school district building supervisor, is required to be in the building during the entire event, unless other arrangements are agreed upon by administration prior to the event. There will be a charge for for the building supervisor. (See fee's listed below).

The group or individual renting the space will be responsible for assisting in any cleanup, removing and decorations, and returning the space to the condition it was in prior to the event. The renters will be held responsible for any damages to School District property, facilities or equipment.

FEES

An advanced deposit of \$100.00 is required for all rentals, and is due at the time of approval. Checks will be held until the facilities have been inspected after the event is completed, and returned if the facilities are without damage and all equipment is in good working order.

The following fees may be assessed based on the requested facility use:

Kitchen Facilities (Cook required, see fee below)	\$50.00
Gymnasium	\$50.00 per gym
Cook (must be elected if kitchen is being rented)	\$20/hour
Building Supervisor (required unless other arrangements are made with administration)	\$20/hour
Custodian (If determined as required by administration)	\$20/hour

The commons area (cafeteria) and individual classroom spaces are available free of charge, however building supervisor and custodian fees are still applicable, based on administrative determination.

Please complete the following information and return it to the Northome School Main Office at least 2 weeks prior to your requested event/rental date.

Name of Main Contact: _____ Phone: _____

Name of Organization (if applicable): _____

Contact Address: _____
Street Address City State Zip

Date of Event: _____ Times of Event: _____

Rooms/Spaces Requested: _____

Please describe the activity to take place. Please include if admission will be charged, or if there will be selling of items: _____

Please list any special needs such as equipment, microphone, seating and/or tables, volleyball or basketball nets/balls, etc: _____

LIABILITY INSURANCE: One of the following 2 conditions must be initialed by the main contact:

____ The third party using the school has obtained insurance and has named Northome School on it's policy. A copy of this policy will be given to the school district at least two weeks prior to the use of the facility.

____ The third party using the school agrees to hold the school district harmless for any damages to, or loss of, personal property, or injuries to themselves or their guests incurred while using the facility. The third party also agrees that they will be held responsible for any damages to district facilities or property that occur while using the school facilities.

The school district reserves the right to require any third party to purchase insurance as a requirement for granting use of the school district facilities.

Signature Date

Printed Name

Northome School
Facility Use Form
PLANNING AGREEMENT
-OFFICE USE ONLY-

Name of Contact/Organization: _____

Requested Date of Event: _____ Time: _____

Event has been: Approved _____ Not Approved _____

The following services have been selected and approved:

_____ Kitchen Use _____ Fee Assessed Notes: _____

_____ Cook _____ Fee Assessed Name of cook: _____

_____ Building Supervisor _____ Fee Assessed Name of staff: _____

_____ Custodian _____ Fee Assessed Name of custodian: _____

_____ Gymnasium _____ Fee Assessed Which gym(s) _____

_____ Commons Notes: _____

_____ Classrooms or additional spaces: _____

_____ Total Amount Due: _____ Deposit received on _____ Balance received on _____

_____ No Fee assessed for this event Note: _____

Additional Notes: _____

Signature of Principal

Date

Signature of Superintendent

Date



Event Insurance for Facility Rentals.

An easy way to get coverage.

When you open your facilities to outside groups, you open yourself up to potential damages and liability from their activities. If they have the right insurance protection to cover their activities and name you an additional insured, you have the right protection as well. By directing your facility renters to Wright Specialty's convenient and affordable event insurance, you gain the peace of mind that comes with reliable insurance. Don't let insurance be a deterrent for small organizations that want to rent your space, and don't let renters with inadequate insurance jeopardize your financial well-being.

Direct Facility Users to this Insurance Resource

Just provide prospective facility users with this link:

[Wright Insurance - Special Events](#)

It's an easy, quick way for them to secure insurance to satisfy your rental requirements. They can add your institution as an additional insured at the time of purchasing the coverage and email you the certificate right away. They will have immediate access to both their policy and certificates of insurance.

What Events Can be Insured and How Much Does it Cost?

Premiums start as low as \$90 for hundreds of event types. Sports events, camps, social and holiday events, clinics, concerts, fundraisers, craft bazaars, festivals, conferences and meetings are just a few of the eligible events. If an event is not specifically listed on the website, the renter can simply call the number provided to discuss options to secure coverage.

Event Insurance Coverage

All coverage is provided on an admitted basis by insurers rated "A" or higher by A.M. Best. The summary information on the next page is offered as a snapshot of the coverages provided. Information specific to different event types is provided during the online application and purchase process.

For a complete description of coverages and exclusions, insured must read the actual policies. The precise coverage afforded is subject to the terms and conditions of the policies as issued.

General Liability Limits

- \$1,000,000 Occurrence
- \$5,000,000 General Aggregate
- \$5,000,000 Products-Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Damage to Premises Rented to You
- \$5,000 Medical Payments
- Liquor Liability is available.

Participant Accident Limits

(Applies only for athletic activities)

- Excess Accident Medical limits of \$25,000 and \$100,000 are available.
- Coverage in GA, MD, NY, OK, and OR is provided on a primary basis.
- A \$100 deductible applies per covered person per occurrence.
- \$10,000 of Accidental Death & Dismemberment coverage is included.



The Right Partnership for You.®

(877) 976-2111
wrightspecialty.com

For more information on rental insurance,
visit our website at
wrightspecialty.com