

## **Stewartville Public Schools Facility Terms of Use Agreement**

The named in-charge at the time of reservation (a.k.a. event sponsor, head of event, supervisor of group, etc...) is responsible for all participants, including guests and others related to the event that may be in the building. Groups using the District outdoor facilities, including fields, are responsible for any damage or other expenses. Any cost, due to damage, vandalism or other unknown costs will be the responsibility of the group. The following items must be initialed by the named in-charge to ensure understanding of ISD 534 terms of facility use.

- \_\_\_\_\_ I have provided proof of liability insurance.
- \_\_\_\_\_ I agree to supervise participants, including guests and others related to my event, and contain them to the reserved area.
- \_\_\_\_\_ I agree to report any vandalism or facilities misuse to 533-1650. If upon initial sight, something looks damaged prior to my groups use, I will report it immediately or assume responsibility for the damage.
- \_\_\_\_\_ I agree to leave all rooms, equipment, supplies and spaces my group use, in the same or better condition when finished with use. This includes:
- Check areas used and deposit any trash/recycling in collection container.  
Any items of value (electronics, etc...) that are unclaimed by my group should remain with me, the event sponsor, and be reported to 533-1650, so arrangements can be made to drop off to the school or community education office in person.
  - Return furnishings, equipment and supplies to original locations.
  - Check restrooms used by your group for obvious issues & pick up/clean up prior to leaving.
  - Ensure participants have exited the building.
  - Ensure lights are off (if not on an automatic shut off).
  - Ensure doors, including exterior doors are locked and secure.
- \_\_\_\_\_ I agree to not block fire doors and exit paths and to maintain a safe environment for occupants.
- \_\_\_\_\_ I am familiar with fire extinguishers and AED locations and know procedures to follow in the event of severe weather or other emergency situations.
- \_\_\_\_\_ I am familiar with and agree to follow all District Guidelines and Handbook Policies.
- \_\_\_\_\_ I agree to pay applicable fees if the area I or my group used is not returned to a ready to use condition.
- \_\_\_\_\_ I agree to not prop open outside doors.
- \_\_\_\_\_ I understand the fee structure for personnel services as outlined on the Guidelines for Reservation and Usage of Public School Facilities.

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**\*\*\*These items are NOT permitted\*\*\***

- No use or possession of alcoholic beverages or illegal/illicit drugs in or around any school property.
- Smoking, vaping, CBD oil, and tobacco products are not allowed in school buildings or on school property.
- Guns and weapons are not allowed in any school building or on school property without prior written permission from the Superintendent or building Principal. Law Enforcement officials are exempt from this rule.
- No activities involving animals are allowed on school property, except assist dogs and prior approved reservations at the discretion of the District.

***This is not an all inclusive list.***

***The District has the right to decide on any activities that are deemed not in the best interest of  
Stewartville Public Schools.***

\_\_\_\_\_  
Signature of 'named-in-charge'

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Cell phone \_\_\_\_\_

Home phone \_\_\_\_\_

Email \_\_\_\_\_