

POLK SCHOOL DISTRICT FACILITY USE REQUIREMENTS

The use of Polk School District facilities shall be subject to the approval and rules of the Polk School District Board of Education administered by the Superintendent or designee.

1. Organizations wishing to use a facility shall first apply to the building administrator on the prescribed form. The Superintendent has final authority on approval.
2. In the event of inclement weather, the building administrator has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto any facility at any time.
4. All posted rules and regulations must be followed.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to facilities shall be promptly repaired at the user's expense. **NO EXCEPTIONS.** If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. A PSD employee must be present during facility use. In addition, a lunchroom employee must be present at any time the kitchen or kitchen equipment is used.
8. Organizations using the facilities must submit a cleaning deposit in the amount of \$175.00 prior to use. The organization is responsible for clean-up afterwards. The deposit will be returned if the facility is left in a clean condition.
9. Permission may be revoked at any time.
10. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
11. The fee for facility use is required in advance of the proposed event. (SEE FEE SCHEDULE ON USE OF FACILITY APPLICATION)
12. Smoking or other use of tobacco products is not allowed on property.
13. Facilities are not available if in conflict with school use. Additionally, facility may be unavailable due to school closure or routine maintenance of requested facility. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting goal posts or structures, etc.) are allowed without prior approval.
14. Polk School District does not discriminate on the basis of race, color, national origin, religion, physical impairment or sex in its educational programs or employment services.
15. All users must provide the following insurance prior to using facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMISSION:
 - A. The user hereby agrees to name Polk School District as an unrestricted additional insured on the user's policy.
 - B. The policy naming Polk School District as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" State licensed insurer;
 - Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent. If not the CG 2026 a copy of the endorsement used will be forwarded.
 - C. The user agrees to indemnify Polk School District for any applicable deductibles and self-insured retentions.
 - D. Required Insurance:
 - Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - User acknowledges that failure to obtain such insurance on behalf of Polk School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to Polk School District.
 - The user is to provide Polk School District with a certificate of insurance and additional insured endorsements, evidencing the above requirements have been met. The failure of Polk School District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by Polk School District.
16. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.
17. In the event of an accident, please notify the PSD employee/sponsor on duty.
18. Long-Term use fees are to be negotiated with Superintendent.
19. FEES AND INSURANCE REQUIREMENT COULD BE WAIVED FOR "SCHOOL/DISTRICT-RELATED SUPPORT GROUPS." SCHOOL/DISTRICT-RELATED SUPPORT GROUPS MEANS ORGANIZATIONS DEVOTED EXCLUSIVELY TO THE SUPPORT OF THE SCHOOL/DISTRICT AND SCHOOL/DISTRICT-SPONSORED ACTIVITIES, SUCH AS PTAs, BOOSTER CLUBS. SCHOOL/DISTRICT RELATED SUPPORT GROUPS MAKE SIGNIFICANT CONTRIBUTIONS TO OUR STUDENTS AND OUR SCHOOLS. THEREFORE, THEY HAVE SECOND PRIORITY FOR THE USE OF DISTRICT FACILITIES.