

USE OF NWESD 189 FACILITIES/EQUIPMENT PROCEDURES

- 1) The use of NWESD 189 buildings, grounds and facilities by outside groups shall be administered by the NWESD 189 Superintendent, or designee.
- 2) All individuals or groups requesting use of NWESD 189 facilities must complete and submit a written building-facilities use application to NWESD 189 (Form 4260-F1). There will be no exceptions to the written application process. Applications should be submitted at least thirty (30) days in advance of the desired use date.
- 3) Users of NWESD 189 facilities shall be separated into one of four (4) financial categories: no charge use, cost reimbursement use, non-profit community group use and use fee.
 - A) No Charge Use. NWESD 189 may make available its facilities on a no-charge basis to groups affiliated with NWESD 189 or its statutory function; and educational related professional development groups; and governmental/municipal organizations, provided that such uses occur during normal business hours when custodial staff is on regular duty and/or no additional costs are incurred by the NWESD 189.
 - B) Cost Reimbursement Use. NWESD 189 may make available its facilities on a reimbursement of costs basis for users described in subpart (A) above if such uses occur at a time when custodial staff is not on regular duty and/or no additional costs are incurred by the NWESD 189.
 - C) Non-Profit Community Group Fee. NWESD 189 may make available its facilities to non-profit community/charitable groups on a reduced fee basis.
 - D) Use Fee. NWESD 189 may, on a limited basis, make its facilities available upon payment of a use-fee for uses occurring when 1) admission is charged for an event, or 2) the use is for non-education related activities of a commercial, entertainment, recreational or religious services nature.
- 4) The Superintendent may authorize/approve credit for services provided (e.g., cleaning, room set up, carpet cleaning participation) to reduce what the facility use fee would have otherwise been.
- 5) Applicants must provide, upon request, proof of comprehensive general liability insurance coverage for both bodily injury and property damage, with NWESD 189 named as an additional insured. The individual (or group) securing a use permit shall be responsible for and shall indemnify NWESD 189 against any loss, damage or injury done to NWESD 189 property.
- 6) NWESD 189 reserves the right to cancel any approved use and refund any payment made for use of NWESD 189 facilities when it deems such action advisable and in the best interests of NWESD 189.
- 7) NWESD 189 reserves the right to modify its policies regarding use of facilities at any time.

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- 8) All use fees shall be paid at the NWESD 189 administrative office not less than two (2) weeks in advance of the scheduled date of use. All reimbursement of cost amounts shall be paid within twenty (20) days of billing by NWESD 189.
- 9) The use of NWESD 189 equipment, such as computers or video equipment, shall be subject to prior written approval and payment of an equipment use fee.
- 10) The use of tobacco outside of designated smoking areas is prohibited. The use of alcoholic beverages is prohibited.

Presented to Board: 04/25/01

Revised: 10/22/03

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