

Building Access/Use

(MSBA/MASA Model Policy 801)

Adopted by Naytahwaush Community Charter School Board: September 27, 2006

Revised: 11/10/09

Revised: 8/12/14

1. It is the intention of the NCCS Board that the building be used for community events only. Gatherings such as birthday parties, graduations, showers, etc. are not included.
2. The use of the facilities is limited to that listed on the Building Use Agreement Form, which must be completed in full.
3. The user accepts full responsibility for reporting and reimbursement of any and all damages.
4. Alcoholic beverages, chemical substances, weapons, and smoking are not allowed in the building or on the grounds. Rowdiness, profanity, or abusive language is prohibited.
5. There is a \$100 damage deposit that will be returned to the user if the building is returned to its original setup and condition. Users are responsible for general clean up after use (i.e. wiping down tables, cleaning up spills, restacking chairs, moving furniture back, etc.) Food and beverage and other stain potential products are not allowed in the gym due to the carpet. Building use is restricted to the lower level. Further use of the facilities will be prohibited if problems occur.
6. NCCS equipment must not be used unless special arrangements have been made with the appropriate personnel. (See Agreement Form)
7. The “responsible party” on the Building Use Agreement form must be present during use and is responsible for ensuring that all participants abide by the rules and exit promptly at the predetermined ending time. The “responsible party” will also make arrangements for the doors to be locked and alarm to be set when the event is over.
8. ALL children/students (17 and under) MUST be supervised at ALL times by an adult.

*These guidelines DO NOT APPLY to activities sponsored/organized by NCCS.

Naytahwaush Community Charter School

BUILDING USE AGREEMENT FORM

Individual/Group/Organization Name: _____

Number of persons expected: _____ Event: _____

Event Date: _____

Event Time(s): Beginning time: _____ Ending time: _____
(Be sure to include enough time for set-up and tear-down time if needed.)

Name of "Responsible Party": _____
(*This person MUST be ON-SITE during any facility use.)

Home Phone #: _____

Work Phone #: _____

Email address: _____

Cell Phone #: _____

- Facilities Requested:
- Gymnasium
 - Cafeteria
 - Kitchen
 - Library
 - Playground

Special Equipment Requested:
__ Chairs (#: _____)
__ Other: _____

Special Instructions or Requests:

Acknowledgement: I/We agree to the Building Use Guidelines established by NCCS. I/We assume all risks and dangers inherent in the use of these facilities, accepting them in "as is" condition. I/We agree to use my/our best judgment in the use of these facilities and to follow generally accepted safety principles. I/We waive and release NCCS and/or building owner from any claim for personal injury, property damage, or death that may arise from my/our use of these facilities. In the event that any award is made related to my/our use of the facility, I/we hereby indemnify NCCS and/or building owner for the amount of such award.

Signature: _____ Date: _____
(Responsible Party Requesting Use of Building)

Authorized Approval: _____ Date: _____
(NCCS Director)