

NAMPA SCHOOL DISTRICT FACILITY RENTAL PROCEDURES

Nampa School District tries to make facilities available to all that request however school activities will take precedence to any request. School rental space availability is also at the discretion of the individual school. Automatic denial may happen if the event is deemed inappropriate. This would include, but not limited to:

- An activity/event/service from outside the local geographic area.
- Conflict with district programs/activities.
- Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools.
- Advocate for any particular political interest, candidate, party, or ballot measure.
- Proselytize or position the district on any side of a controversial issue.
- Discriminate against, attack or denigrate any group on account of gender, race, age, color, religion, ancestry, national origin, disability or other unlawful consideration.
- Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children.
- Engaging in games of chance or any activity that suggests gambling.

STATE LAW DOES NOT ALLOW SMOKING, VAPING, OR ALCOHOL CONSUMPTION ON SCHOOL PROPERTY. ANY SUCH USE WILL BE GROUNDS FOR IMMEDIATE EVENT SHUT-DOWN AND THE GROUP WILL NO LONGER BE ALLOWED TO RENT A FACILITY IN THE FUTURE.

Nampa School District allows for groups to rent or use facilities with the following rate categories. Individual rental rates are listed in the online system under each requested location.

Category 1:

Feeder schools, school sponsored youth sports, school/athletic booster clubs, parent/teachers organizations, girl/boy scout meetings, State of Idaho Department of Education training, SIC meetings, alumni class reunions, City of Nampa parks and recreation youth programs, elections.

Category 2:

Churches, non-NSD education institutions, non-profit groups, community and occupational organizations, municipalities and government agencies.

Category 3 (including but not limited to):

Clinics, paid Camps, concerts, pageants, for-profit business meetings or events, workshops, non-school related fundraisers or tournaments, dance/music recitals, play/productions, weddings/receptions.

INVOICING AND PAYMENTS

Invoices are created by each respective school for those events requiring assessment of fees. Fees must be paid at least 10 business days prior to the event date and can be paid by credit/debit card or check. Fees paid by credit/debit card must be completed at the respective school. Fees remitted by check are payable to the respective school and can be either delivered in person or mailed. Please see the school listings and addresses at <http://www.nsd131.org/directoryofschools>. United States Postal Service postmark will be used to determine on time payments received by mail. Long-term cultural and religious contract users paying monthly fees must pay prior to the first day of each month. A user shall not be allowed access to a facility unless fees are paid in full.

The school, at its discretion may require both a down payment, card reserve, or both prior to the event. If additional fees are required after the event (additional requests during the event, extra cleaning costs, repairs), the School shall have the right to access the fees or costs held in reserve. If the reserve does not cover the additional fees, the School will require additional payment from the User within 5 business days. Any unpaid fees after 5 business days may be sent to collections.

PERSONNEL SERVICES FEES

Wages to be paid for services in support of community use of schools are based on a minimum \$25 charge per hour or applicable overtime rate of the employee, whichever one is higher. School Facilities, which is issued annually. Employees shall not be

requested or permitted to volunteer their services. No employee shall be paid directly by the user.

Depending on the event, additional personnel may be required at the request of the respective School Principal due to specialized equipment needs, maintenance, group size, or event type.

Police supervision for an event may be required at the discretion of the principal and in coordination with the School's Resource Officer. Arrangements for police/security shall be made by the user, with confirmation provided to the principal prior to the event. The District does not invoice for police services. The Police Department will invoice the user directly for services. If any organization hires outside security, that company shall be duly licensed with the Idaho State Department of Criminal Justice Services and approved by the School at least 10 days prior to the event.

CUSTODIAL COSTS

Nampa School District contracts with ABM for custodial and janitorial services. Prior to the event, a request for quote will be made through the online facility rental system for cleaning after the event. ABM charges a 2 hour minimum fee which will be assessed on your invoice and paid to the School.

Cleanup fees are mandatory for groups of 100 or more and/or when food or drink is served however the District reserves the right to request cleanup fees based on type of activity. Setup and breakdown fees will be assessed for events requiring a room to be rearranged or for the setup and breakdown of special equipment.

CAFETERIA KITCHEN USAGE

Kitchens may be rented with the approval of the School Nutrition Director. Because of the high risk involved and USDA guidelines, food service employees are required to be present during the event and must be scheduled in advance to be present during the activity where equipment is being utilized. Fees for the cafeteria staff are based on the personnel service fees described above.

UNALLOWED USE OF FACILITIES AND/OR EQUIPMENT

The Nampa School District wants to keep our facilities and equipment in good operating condition at all times. Due to the nature of some activities, there may be additional fee requirements, additional required safety requirements, or denials based on the potential harm to our schools. Examples of unallowable uses are, but not limited to:

- Organization shall not do anything in the premises or bring or keep anything therein which would increase the risk of fire, or which will conflict with the regulation of the fire department or any fire laws, or with any fire insurance policies on the buildings, or with any rules or ordinances established by the

Board of Health, or any municipal, state or federal laws, ordinances or regulations. Any special decorations shall be erected in a manner approved by the Fire Marshall and the School District. All decorations must be removed before 8:00 a.m. on the following day. Removal must be completed as approved by the School District. Curtains, hangings, furniture, and other obstructions are not allowed in hallways. Candle burning anywhere on the premises is prohibited.

- Use of any materials on floors or any other parts of building without specific, written approval of the district is strictly prohibited. In no event will nails or other fastening devices be placed into walls or floors. **NO TAPE CAN BE USED ON GYMNASIUM FLOORS. DAMAGE CAUSED BY TAPE USAGE WILL BE BILLED AT COST OF REPAIR UP TO COMPLETE REFINISHING OF THE FLOORS.**
- The selling or consuming of food and drink in auditoriums, gymnasiums, or other seating areas must be approved by the school Principal or designee.
- The use of any special equipment must be identified in the application, and if necessary, may require school district personnel to operate it.
- Any advertising for the event scheduled must indicate the sponsoring agent.
- Gymnasiums used for other than normal athletic events must have the floor covered for protection; participants must wear gym shoes. Damages to flooring which require repair will be charged.

The Organization may not assign, transfer, sublet, or charge a fee to use school property.

HOURS OF AVAILABILITY

School facility rentals are not available during normal school operating hours from 6am to 5pm Monday through Friday while school is in session. School sponsored events will also take priority of hours available.

School's needing opened/closed for events will incur a fee of \$60 if nobody is already present in the building.

As a general rule, facilities should be vacated by 11:00 p.m. unless otherwise approved by the school Principal or designee.

INSURANCE REQUIREMENTS

All groups, regardless of affiliation are required to provide a certificate of liability insurance to the District prior to being able to rent. This liability insurance shall be not less than one million dollars (\$1,000,000) for injuries to, or wrong death of one person

or property in any one (1) accident. The certificate of liability insurance shall be current at time of rental. This document will be requested during the rental request process on the rental website. If your organization does not have insurance, you may purchase the required insurance through a qualified insurance company. Each insurance company certificate must be approved by the District prior to rental.

INDEMNITY

The Organization agrees that it will, at all times, protect, save and keep the District harmless from and against all actions/injuries and accidents, costs, expenses, damages, counsel fees and/or loss of every kind or nature arising from or growing out of the use of the property as rented under the terms and conditions the rental agreement, or arising from any act or omission by Organization, and the Organization agrees to repay or cause to be paid to the District on demand any sum or sums of money that the District may be required to pay by reason thereof.