



Middle School
 Phone 208.255.7771
 Fax 208.263.9441

www.forrestbirdcharterschool.org

High School
 Phone 208.265.9737
 Fax 208.263.9441

www.forrestbirdcharterschool.org

614 S. Madison Ave., Sandpoint ID 83864

Use of Facilities Fee Schedule	
The following serves as a guide for facility rental.	
* Proof of insurance must be on file.	
* If clean up or set up is needed, additional charges will be assessed.	
* A FBCS staff member must be on site for the duration of the event.	
Additional charges will be assessed should a staff member need to be hired.	
* All regulations and requirements of the facilities must be followed.	
* Please make checks payable to FBCS.	
* Safety deposit of \$100 is required.	

Employee Rate Per Hour		\$15 per hour	
Room Rental Rates			
	MS Cafeteria	\$65 per day	\$10 per hour
	MS Multi Purpose Room	\$80 per day	\$15 per hour
	MS Classroom	\$50 per day	\$8 per hour
	HS Kitchen (with use of equipment)	\$125 per day	
		\$65 1/2 day	
		\$20 per hour	
	HS Kitchen (no use of equipment)	\$35 per event	
	HS Commons	\$250 per day	\$30 per hour
	HS Classroom	\$40 per day	\$5 per hour
	Kubuntu Room	\$50 per day	\$8 per hour
	IT use and support	\$100 per day	
	Bird Room	\$65 per day	\$10 per hour
	IT use and support	\$115 per day	
	Field Rental (subject to weather)	\$30 per day	
	Gym Equipment Rental	\$15 per day	
	Dumpster Waste Disposal	Actual Cost	

Educational Leader, MS
 Jennifer Greve

Educational Leader, HS
 Mary Jensen

Academic Advisor
 Mitzi Vesecky



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Facility Utilization Policy

FBCS (Forrest Bird Charter School) agrees to rent specific areas of its facility and campus to selected individuals or groups for any purpose consistent with FBCS philosophy. The head of school and the business office will maintain mutual responsibility for the administration of a policy of facility utilization as established by the board of trustees.

1. Rental Locations

- A. Locations available for rental shall include the multi-purpose room, Commons Area, classrooms (prices may vary), kitchen space, activities field and full building.
- B. Permits issued for the use of the multi-purpose room do not include the use of apparatus or equipment unless specifically stated.
- C. Kitchen facilities may be rented in conjunction with other locations only when specified in contractual arrangements.

2. Scheduling and Cost (see fee schedule for more details)

- A. The use of the facilities by non-School groups shall not conflict with any schedule of The School, its faculty, staff or students.
- B. Rental rates may be adjusted in consideration of electric power, water, maintenance, wages and benefits.
- C. Custodial services, if required, will be charged in addition to the fees listed below at a rate of \$25.00 per hour.
- D. A Safety Deposit (refundable) of \$100 is required.
- E. The sponsoring group shall assume financial responsibility for any damage incurred to the building or furnishings during use.

3. Supervision

- A. An employee or representative of FBCS must be on the premises for the duration of the rental period.
- B. The lessee must designate a member of the group to be responsible for the entrance and exit of all participants.
- C. Groups of 30 or more will provide "supervision" at a ratio of one supervisor for every 30 participants for security within the building and on its surrounding grounds

4. General Rules regarding Rentals

- Renting groups or organizations must submit a certificate of insurance indicating the general liability insurance they carry, and naming FBCS as an additional insured for the rental period.
- Renters requiring special services and/or equipment must request specific arrangements in writing at the time of application.
- The renting party agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the contract are available for use, and only for the use set forth in the rental application.
- All facilities must be left clean and in good order at the close of the contract period. The furniture must be returned to its original position. The security deposit is subject to forfeiture if this condition is not met.
- FBCS will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by The School. Nor does use of its facility imply general endorsement of the organization involved in its use.
- No smoking is permitted within the school buildings. No illegal substance is permitted on school property. Alcoholic beverages may not be served without the written permission of The School.
- Non-compliance with any of these rules and regulations may result in immediate cancellation of the contract agreement.
- FBCS assumes no liability for loss by any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the renters or to their officers, employees, agents, or invitees.
- Renters shall not make any alterations or improvements to any of the facilities, without the express written consent of The School, which consent may be granted or withheld in the sole discretion of The School.



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RENTAL APPLICATION

APPLICATION IS HEREWITH SUBMITTED BY: _____ (Name of applicant) ON

BEHALF OF _____ (Organization) _____ (Address)

TO LEASE FROM FBCSON ITS PREMISES AT **614 S. MADISON AVE, SANDPOINT** , THE AREA(S), EQUIPMENT, FACILITIES, AND SERVICES DESCRIBED BELOW FOR THE PURPOSE OF : (Specify proposed use of the premises.)

AREA(S):

TIMES(S):

DATE(S):

SPECIAL EQUIPMENT/SERVICES:

_____ TOTAL RENTAL OF \$ _____

(Subject to revision)

LESSEE AGREES TO SUBMIT THE FULL AMOUNT (100%) OF THE TOTAL RENTAL AT THE TIME OF ACCEPTANCE BY THE LESSOR, PLUS SECURITY DEPOSIT AS SPECIFIED IN #2 – E OF THE POLICY DESCRIPTION.

CONCURRENT WITH THE ACCEPTANCE BY LESSOR THIS RENTAL APPLICATION BECOMES AN OFFICIAL CONTRACT GOVERNING BOTH PARTIES. LESSEE AGREES TO PAY THE RENTAL HEREIN PROVIDED, AND TO BE BOUND BY ALL OF THE OTHER TERMS, CONDITIONS, AND REGULATIONS OF THIS RENTAL APPLICATION. LESSEE ACKNOWLEDGES AND AGREES THAT IN ADDITION TO THIS RENTAL APPLICATION, LESSEE HAS RECEIVED THE FOLLOWING INSTRUMENTS: (a) THE CONFIRMATION, (b) THE FACILITY UTILIZATION POLICY; COPIES OF WHICH ARE ATTACHED HERETO AND THE TERMS AND CONDITIONS OF WHICH ARE INCORPORATED HEREIN BY REFERENCE.

LESSEE AGREES TO PAY ALL REASONABLE ATTORNEYS' FEES AND EXPENSES OF FBCS INCURRED IN ENFORCING ANY OF LESSEE'S OBLIGATIONS HEREUNDER OR UNDER THE OTHER DOCUMENTS

Educational Leader, MS
Jennifer Greve

Educational Leader, HS
Mary Jensen

Academic Advisor
Mitzi Vesecky

AND INSTRUMENTS INCORPORATED BY REFERENCE IN THIS RENTAL APPLICATION. THIS RENTAL APPLICATION AND THE OTHER DOCUMENTS AND INSTRUMENTS INCORPORATED BY REFERENCE HEREIN MAY BE TERMINATED BY EITHER PARTY UPON NINETY (90) DAYS WRITTEN NOTICE TO THE OTHER PARTY.

IN ADDITION, LESSOR MAY, UPON FIVE (5) DAYS WRITTEN NOTICE, TERMINATE THIS RENTAL APPLICATION AND THE OTHER DOCUMENTS AND INSTRUMENTS INCORPORATED BY REFERENCE HEREIN IN THE EVENT LESSEE DEFAULTS IN THE PERFORMANCE OF ANY OF ITS OBLIGATIONS HEREUNDER OR UNDER THE OTHER DOCUMENTS AND INSTRUMENTS INCORPORATED BY REFERENCE HEREIN.

(Name of Applicant-Lessee) (Address)

(Name of Organization) (City, State, Zip)

(Signature of Applicant) (Telephone Numbers)

APPROVED BY _____

FORREST BIRD CHARTER SCHOOL AGENT (Date)



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RENTAL CONFIRMATION FBSC AGREES TO RENT

for the _____ (Function)

by _____ (Name of Organization)

On _____ (Date) at _____ (Time)

for the said sum of _____ with the said stipulation of agreement that the articles below are adhered to:

1. The renter must accept responsibility for loss, breakage, or other damage to equipment and/or facilities belonging to FBSC during the rental period if the damage was caused by _____ (organization) and any of its members, visitors, or invitees. Any damage to the building and/or equipment which was caused by _____ (organization) and its members, guests, invitees, agents, contractors, suppliers, mechanics, or workers will be repaired or replaced to equal said quality and will be paid for by the renting party. This responsibility shall be limited to _____ (facility) only during the rental period.
2. FBSC cannot accept responsibility for damage or loss of articles or equipment left on the premises by the renter.
3. All facilities must be left clean and in good order at the close of the rental period.
4. The renting party agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the contract are available for use.
5. FBSC cannot permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by The School. Nor does the lease imply general endorsement of the organization involved in its use. This rental agreement will be subject to immediate cancellation if The School's name is used for this purpose.
6. Alcoholic beverages may not be served without the written permission of The School. Smoking is not permitted within the school buildings.

Signed _____ Date _____

Forrest Bird Charter School Administrator

Educational Leader, MS
Jennifer Greve

Educational Leader, HS
Mary Jensen

Academic Advisor
Mitzi Vesecky

INDEMNITY FOR USE OF SCHOOL PROPERTY

In consideration of the permission granted by FBCS to the undersigned to use the following school facilities during the hours of _____ to _____, on _____ Date(s) _____ (Specific Facility) for the purpose of _____, the undersigned organization by _____,

its duly authorized agent, hereby agrees to hold FBCS harmless and to indemnify and to defend said School from any and all claims for damages or expenses including defense costs in connection with or arising out of injury (including death) to any person or persons or damage to property (including loss thereof) of FBCS or others resulting from the use of the facilities described above by the undersigned, its agents, employees, representatives, invitees, or other persons, as long as the injury or damage is not the result of negligence on the part of FBCS or its agents, employees, representatives, or invitees.

SUPPLIED herewith is a certificate of insurance evidencing a comprehensive general liability policy insuring the applicant organization with limits of coverage of not less than \$1,000,000 bodily injury, personal injury and property damage, naming FBCS as an additional insured as the landlord.

Dated this _____ day of _____, 20 _____

ORGANIZATION

OFFICER OF ORGANIZATION-SIGNATURE

FORREST BIRD CHARTER SCHOOL ADMINISTRATOR SIGNATURE