



High School - Phone 208-265-9737  
Middle School - Phone 208-255-7771  
Fax 208-763-3196  
614 S. Madison  
Sandpoint, ID 83864  
[www.forrestbirdcharterschool.org](http://www.forrestbirdcharterschool.org)

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### **Facility Utilization Information**

FBCS (Forrest M. 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, for **Non-profit/educational purposes**. 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.

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.

#### **1. Rental Locations**

- A. Locations available for rental shall include the multi-purpose room, Commons area, some classrooms, 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 FBCS, its faculty, staff or students.
- B. Rental rates may be adjusted in consideration of electric power, water, maintenance, wages and benefits.
- C. 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 to manage issues that might arise or provide additional supplies or support. They are not responsible for clean-up or any other terms of the contract.
- B. The lessee must designate a member of the group to be responsible for the entrance and exit of all participants.

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#### 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, I.e., Computers, projector, tables, chairs, etc.
- 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.
- Smoking (including E-cigs) is not permitted within the school buildings. No illegal substance or alcoholic beverages are permitted on school property.
- 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 FBCS, which consent may be granted or withheld in the sole discretion of FBCS.

#### The following serves as a guide for facility rentals:

- Proof of insurance must be on file.
- If cleanup or setup is needed, additional charges will be assessed.
- All regulations and requirements of the facilities must be followed.
- An 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.

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**Fee Schedule**

Safety Deposit	\$250
Custodial Fee, if after 5:00pm on Weekdays or at any time on Weekends or holidays	\$50/half day, \$75 over 5 hours
Staffing	\$25/hour
Field Rental	\$30/day
Gym Equipment Rental	\$15/day

Please make checks payable to FBCS.

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