

TAYLOR'S CROSSING PUBLIC CHARTER SCHOOL
FACILITIES USE AGREEMENT

Complete applications must be submitted 10 business days prior to the first scheduled event.

NOTE: For non-sports related requests, applicants are advised to visit the facility to ensure it meets the needs and to verify availability, prior to completing the application.

DIRECTIONS FOR COMPLETING THE APPLICATION FOR USE OF SCHOOL FACILITIES

1. Complete ALL areas of application indicated as "TO BE COMPLETED BY APPLICANT".
2. Obtain site approval.
3. Pay all application fees and obtain proper insurance documentation to Taylor's Crossing.
4. Approved applications will be sent electronically to the email address provided. THIS WILL BE THE USE PERMIT

TO BE COMPLETED BY APPLICANT (all areas must be completed)

| | |
|---------------------------------|--------------------------|
| Organization: _____ | Non-Profit ID#: _____ |
| Billing Address: _____ _____ | Telephone#: _____ |
| | Alternate Phone #: _____ |
| Represented by: _____ | Email Address: _____ |
| Estimated Attendance: _____ | Purpose of Use: _____ |

Equipment Requested:

| START DATE | END DATE | DAY(S) OF THE WEEK | START TIME | END TIME | FACILITY |
|------------|----------|--------------------|------------|----------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

EXCLUDED DATES: _____

PREMISES AND CONDITIONS

I. CONDITIONS OF FACILITIES USE - Use of Taylor's Crossing Public Charter School facilities are conditioned upon the following covenants (please read and initial):

- ____ That no alcoholic beverages, tobacco, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
- ____ That no illegal games of chance or lotteries will be permitted.
- ____ That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the Charter School.
- ____ That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of Charter School facilities.
- ____ Once the facility rental has been scheduled and paid for, any cancellation on the part of the renter is non-refundable.

RENT AND DEPOSITS

| BUILDING/AREA RENTAL | | | |
|---|-----------------|----------------------|----------------------|
| DESCRIPTION | RATE (PER HOUR) | TOTAL HOURS REQUIRED | TOTAL (RATE X HOURS) |
| Facility Rental | \$40 | | |
| Cafeteria Staff (required when Kitchen is rented) | \$15 | | |
| Custodial fees for groups over 20/2 hours+ | \$100 | | |
| Other (cost to be determined at time of rental) | \$ _____ | | |
| TOTAL FEES TO BE PAID: | | | |

The requesting organization or individual agrees to pay Taylor's Crossing Public Charter School, as rent for the premises and as payment for special services (if any) provided by the Charter School, the sum of \$ _____, and this **shall be due upon receipt of this application**. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

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INSURANCE AND INDEMNIFICATION

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless the Charter School and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the Charter School facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

Requesting Organization/Individual Signature: _____

Printed Name Date of Application: _____

Upon completion of this facility usage agreement form, please print out double sided and bring to Taylor's Crossing to seek approval. Facilities will be first come first served and availability of space. We will make every effort to accommodate those wanting to use our facilities, which may or may not include sharing of gyms and other spaces based upon number of participants.

NON-DISCRIMINATION

The requesting organization or individual agrees to abide by all applicable state and federal law prohibiting discrimination based on any protected classification, including but not limited to, race, age, gender, disability and national origin.

Taylor's Crossing Public Charter School considers non-discrimination to be fundamental to its mission, goals, and objectives. TCPCS recognizes that its future success is, in part, dependent upon its' ability to successfully accommodate the increasingly diverse nature of the student body and employees, which diversity is promoted by Idaho's worldwide. The TCPCS is committed not to unlawfully discriminate in the administration of its educational policies, admissions policies, employment and other school-administered programs on the basis of race, color, national origin, religion, age, sex, genetic information, or disability for all individuals who agree to abide by the Charter Schools standards of conduct and behavior.

Any person who believes he or she has been discriminated against should contact the following:

Students: Administration, 1445 N. Wood River Rd., Idaho Falls, ID 83401 or call 208-552-0397

Employees: Administration, 1445 N. Wood River Rd., Idaho Falls, ID 83401 or call 208-552-0397

TO BE COMPLETED BY SCHOOL CLERICAL STAFF / ADMINISTRATION

Application Fee: _____

Cash: _____

Amount Paid: _____

Check# : _____

Date Paid: _____

Credit Card#: _____

TCPCS Employee Receiving Application: _____ **Date Received:** _____

Administrator (Print Name): _____

Administrator Approval: _____ **Date** _____

Meets Insurance Requirements: _____

Certificate expires on: _____