

Your After Hours contact is:

CLINTON ELEMENTARY SCHOOL



School District #32
20397 E. Mullan Road
P.O. Box 250
Clinton, MT 59825-250
(406) 825-3113 • (406) 825-3114 Fax

Clinton School – Facility Use Application

Name of Organization & its sponsors (chaperones): _____

Phone # of Sponsors: _____

Date(s) & hours of Use: _____

Purpose of Use: _____

Facilities/equipment Requested: _____ (Approved/Denied)
(Dishes, P.A. System, Projector, Balls, Piano, etc.)

Premises and Conditions

Conditions of Facilities Use – Use of District Facilities is conditioned upon the following covenants:

1. For public rentals there is a \$25.00/hour rental fee with a two hour minimum rental.
2. That no alcoholic beverages, tobacco, nicotine products 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.
3. That no illegal games of chance or lotteries will be permitted *(unless approved by Superintendent)*
4. 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 District.
5. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
6. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of Fair Practices.

District’s Rights

The district reserves the right to cancel this Agreement, when it is determined by the District that the facilities are needed for school purposes. The individual(s)/organization named above agree to use the facilities and equipment of the Clinton Public School specified above at the time and for the purpose specified, and accepts full responsibility for the conduct of the people present and absolved the district from liability as a result of the use of these facilities or any district equipment. The individual/organization will be responsible for any/all damage to school property at the time of use and agrees to pay the custodian the current time and one-half hourly fee.

(Signature of Representative of Organization/Group)

The application must be approved by the administration and filed at the school, with the custodian, to avoid conflicts and to ensure the community the best service the school affords. Prepare two copies so that the requesting party and the custodian each have copy. The applicant should have the signature of the custodian before requesting use of the facility through the administration. The application must be returned to the custodian at least one week prior to the event.

Approved/Denied by the Custodian

Approved/Denied by Administration

Clinton School – Facility Use Rules

1. No food or drinks allowed outside of gym. (No classrooms or hallways)
2. Chaperones/Adults are responsible for letting kids/guests in and out of the facilities.
3. Your reservation time should include set up and cleanup of your event. If you go over your reserved time, you will be charged an additional hour.
4. If using tables or chairs for your event, tables must be wiped down and returned to the kitchen or the closet. Chairs must be wiped down (if necessary) and returned to the hallway.
5. Use of any school supplies and/or equipment must be approved prior to your event.
6. Individual classroom use must be approved by the teacher and the custodian.
7. Classrooms must be left exactly as they are found – clean and organized. You will be charged \$25 an hour if rooms need to be re-cleaned.
8. Children may not be in the hallways without an adult.
9. No running or yelling in the halls.
10. Children may not be in the locker rooms or classrooms without permission from the custodian.
11. Children are not allowed in the teachers' lounge or the main office.
12. If arranging for rides for guests, please plan at least 15 minutes prior to leaving the school, or you may have to wait outside.

Clubhouse – Facility Use Rules

1. An entry code will be provided to you on approval of your facility reservation. This code is to be used by the event organizers only. Do not share the code with others.
2. Event organizers are responsible for letting guests in and out of the club house.
3. Your reservation time should include set up and cleanup of your event. If you go over your reserved time, you will be charged an additional rental hour.
4. Use of dishes, pots and pans, silverware or any other kitchenware, piano, easels, decorations or other school equipment must be approved prior to your event.
5. Food and drink (non-alcoholic) are allowed in this facility. Please wash, dry and put away all dishes, silverware, cups and other kitchen equipment used.
6. Remove any trash created from your event, including kitchen and both bathrooms.
7. Carpets must be vacuumed and the kitchen floor mopped of spills, crumbs, glitter or other dirt or debris created from your event.
8. Counters and tables must be wiped down. Chairs may also be wiped down if spills occur on them.
9. Access to the basement of the clubhouse is not allowed.
10. Children may not be left alone in the clubhouse for any reason.
11. Children may not be outside of the clubhouse without an adult present.
12. The facility should be left as it was found – clean and organized. You will be charged the hourly rental fee if the facility needs to be re-cleaned by school staff.