

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: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 \$50.00/hour rental fee with a two hour minimum rental.
  - There is a \$100 cleaning deposit
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 application must be returned to the school at least one week prior to the event.

Approved/Denied by the Custodian

Approved/Denied by the Administration

## Clinton School – Facility Use Rules

1. No food or drinks allowed in the gym – water only. (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.
13. Bathrooms – please use appropriately any issues will be charged to the renter