

**Monona Grove School District**  
**Facility Rental Agreement**

*Those requesting non-profit status must submit a 501(c)(3) form.*

1. To request a rental date, please submit a request at <https://www.communityuse.com/default.asp?acctnum=766349806>, at least 14 days prior to the event.
2. All organizations using our facilities are liable for the rental fee as shown. The staff is not empowered to offer discounts to any group or individual. Please be aware of these fees when you plan your use of our facilities. Custodial fees, and any other fees, will be listed separately on your invoice and are based on man hours. For weekend and school holiday events, renters will be charged custodial fees based on the number of hours expended in opening, supervising, cleaning up and securing the building. Events involving large numbers of participants may require additional staff, at an additional cost to the renter.
3. The renter may cancel with at least 48 hours' notice given to the school. Failure to notify in case of cancellation will result in a minimum two-hour usage charge.
4. The Monona Grove School District may cancel the facility use at any time up to 48 hours before the activity for any reason, and with less than 48 hours in emergency circumstances. Notice will be given to the renter.
5. There will be a two-hour minimum charge on all facility rentals. No overnight rentals are allowed.
6. Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every 15 children is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at events attended by more than 50 people, the Monona Grove School District may require the renter to arrange, and pay for at his/her own expense, one police officer for each 150 attendees.
7. Renters may not "sublet" to other people or organizations.
8. School buildings may not be used for fundraising events.
9. Kitchen and serving areas are not available for rentals. Food preparation and cooking are not allowed in the buildings.
10. 110V power (only) is available for tenant use.
11. Renter's participants must observe all parking restrictions on school property. Renters may not charge for parking and must provide supervision and crowd control in parking areas, if required by the Monona Grove School District.
12. No use of fire, flame, smoke or fireworks of any kind are allowed on District property.
13. The possession or use of firearms, weapons, look-alike weapons or chemical irritants is strictly prohibited on premises owned or rented by or under the control of the Monona Grove School District.
14. Possession or use of alcohol, drugs and/or tobacco products is prohibited on District property.
15. Equipment and furniture in facilities must be put back as found. The facilities must be left in good condition, and free from refuse and other debris.

16. Adequate and acceptable supervision is the responsibility of the renter.
17. The Monona Grove School District has an exclusive contract for the vending of soft drinks, fruit drinks, teas, etc. that are vended at Monona Grove High School. Only products from the exclusive vendor can be sold at the high school.
18. All operation and use of the lighting and sound department equipment will be handled through the light/sound technicians and/or the audiovisual department. An hourly rate will be charged.
19. Renter will pay for snow removal if their event is the only event scheduled at the facility and the renter still wants to hold the event.
20. Renter assumes full responsibility, and shall reimburse the school district within 30 days, for the cost of repair of any damage resulting from the renter's activity. The Monona Grove School District shall not be responsible for any damage whatsoever to the renter's property. Appropriate gym shoes must be worn in the gymnasium at all times.
21. The renter must provide a certificate of insurance, naming, "Monona Grove School District, the Monona Grove School District Board of Education, its employees and agents" as additional insured. There must be a minimum of \$3,000,000 per occurrence liability coverage by your organization (or the organization that sponsors your group) for active use of the facility. There must be a minimum \$1,000,000 per occurrence liability coverage policy by your organization (or the organization that sponsors your group) for passive use of the facility. Failure to provide the certificate of insurance as stated above will result in cancellation of the rental.
22. The renter shall indemnify, hold harmless, and at the District's option, defend the District from any and all claims against, and losses incurred by the School District arising out of our renter's use of facilities under this agreement. Renter waives and promises not to bring any claims against the District arising out of the renter's use of the facilities, except for a breach of the agreement. As used in this paragraph: (1) the term "School District" includes the Board of Education and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any employees in their official or judicial proceeding brought against the District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death or school property damage; and (3) the term "loss" includes any amount expended by the District as a result of a claim, including the District's reasonable attorney fees incurred in response to a claim.
23. Invoices will be mailed monthly, and payment is due in 30 days. A second notice will include a \$25 late fee. After no response to a second notice, the debt will be transferred to a collection agency and any open rentals will be cancelled, and no future requests will be processed for the renter until all delinquent invoices and fees have been paid.
24. If renters violate any terms of the rental agreement, the Monona Grove School District may terminate the use of facilities immediately, and future rental requests may be denied.
25. State law prohibits a child sex offender from being present on school property.
26. The Monona Grove School District reserves the right to deny access to any facility user and service provider who has been convicted of any crime, including but not limited to sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense in relation to the use, sale, possession or transportation of narcotics or habit-forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics or intoxicating beverages.