



McKenzie County Public School District No. 1

FACILITY RENTAL BILLING TERMS/AGREEMENT

Limitations of Use

- Groups using the school facilities will conduct activities that are orderly and lawful, not of a nature to induce others to disorder.
- The use of alcoholic beverages in school buildings or on school grounds is prohibited.
- There shall be no smoking or tobacco products in school buildings or on school grounds.
- A copy of the city permit is required for games of chance.
- The school building shall not be used for personal parties or celebrations.
- The use of the building by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours.
- Will only be scheduled when all school activities are not scheduled.
- Charges will be assessed at the ultimate discretion of the MCPSD#1 administration the number of staff required for requested events and depending on the area or purpose of the event.
- MCPSD#1 will also determine the amount of damage involved with the facility rental and communicate those issues to the users for payment. Any issues involved with the space will be noted prior to the rental.

Staff or programs directly affiliated with the school district are exempt from the fees assigned in this agreement. Watford City Park Board programs are also exempt based on the JPA agreement in place with MCPSD #1 and the WCPD and City of Watford City. The Activities Director has the final determination as to the affiliation with the school district and if a fee assessed.

Indemnification agreement

Enter name, group, or organization here.

hereby agrees to defend, indemnify and hold harmless the McKenzie Co. Public School District No.1 for any claim, demand, suit, loss, cost of expense, or any damage which may asserted, claimed, or recovered against or from the McKenzie Co Public School District No. 1 by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to claim demand, damage, loss, cost of expense, is caused in whole or part by the negligence of McKenzie Co Public School District or by third parties, or by the agents, servants, employees, or factors of any of them.

Signature

Date

By signing above, I acknowledge that I have fully read, understand, and agree to the Community Use of School Facilities as defined by McKenzie County Public School District #1



McKenzie County Public School District No. 1

FACILITY RENTAL PRICE LIST

Theater Rental -- This includes a tech person for operations.

Monday -Thursday = \$300

Fri, Sat, Sun (1-4 Hours) = \$400, (5-8 Hours) = \$800

(Anything over 8 hours is \$100 per hour)

Gym Rental -- This applies to non-student/school district related activities only.

Monday - Thursday = \$100

Fri, Sat, Sun (1-4 hours) = \$250, (5-8 hours) = \$500

(Anything over 8 hours is \$75 per hour)

Cafeteria -- Varies based on kitchen utilization and supervision.

No kitchen: Monday - Thursday = \$100

No kitchen: Fri, Sat, Sun (1 -4 Hours) = \$100, (5-8 Hours) = \$200

With kitchen and employee supervisor: Monday - Thursday = \$300

With kitchen and employee supervisor: Fri, Sat, Sun (1-4 hours) = \$300, (5-8 hours) = \$600

(Anything over 8 hours is \$50 per hour)

Conference Rooms or Classrooms--Including Middle School media center.

Monday – Sunday = \$50 for (1-4 Hours), \$100 (5-8 Hours)

For any questions, concerns, or comments regarding facility rentals, please contact MCPSD #1 District Office in the Middle School Building at 100 Third St NE. We can also be reached at 701-444-3626 Option #5. Monday-Friday 8am-4:30pm.



McKenzie County Public School District No. 1

FACILITY RENTAL REQUEST

Date of Application:	
----------------------	--

Name of Organization:		Contact Person:	
Contact Phone Number:		Billing Address:	
Contact Email:		Contact Fax Number:	
Building/Rooms to be used:			
Intended use of the building:			
Planned Date of Event:		Planned Time of Event:	
Doors Open at:		Doors Close at:	

Does your Event require any equipment or specific areas? If yes, please check **all** that apply:

- ☐ Microphones ☐ Video screen ☐ Spotlight ☐ Podium ☐ Piano ☐ Kitchen ☐ Theater ☐ Tables ☐ Chairs
☐ Other

If other or special requests, please indicate below:

<i>Type Here: how many tables/chairs and or special requirements or requests.</i>

Is your event a Production (if applies please select):

- ☐ Concert ☐ Lecture/Awards Ceremony ☐ Performance

WE'RE EXCITED THAT YOU CHOSE MCPSD #1 FOR YOUR RENTAL SERVICE NEEDS. ONCE YOUR ORDER IS COMPLETE AND REVIEWED, WE WILL SEND OUT AN INVOICE FOR YOUR TOTAL RENTAL FEE AND DATE DUE.