

Exhibit A 9050

School Facilities

Rules, Regulations and Guidelines for Use of School Facilities

Procedure

Any group or individual who wishes to use the buildings or grounds must follow the procedure outlined below. No group will be allowed to use facilities unless they follow this policy. This includes student activities, sports events, community groups, etc.

Users must complete and submit an online Lease Agreement found on the district website at least 14 business days prior to the contemplated use. The building principal or designee will approve or disapprove that request within a timely manner and communicate that decision to the applicant.

Approved Lease Agreement:

- a. When approved, the requester will receive notification in a timely manner.
- b. Deposit is required at McCall-Donnelly School District Office two (2) weeks prior to date of use.
- c. Keys, if any, need to be returned immediately after event to the district office during regular business hours.
- d. All charges, if any, will be billed and received by the district office. Checks will be made payable to McCall-Donnelly School District.
- e. If a non-school sponsored activity event is approved, a certificate of liability insurance for \$1,000,000 with an endorsement naming McCall-Donnelly Jt. School District as additional insured must be provided to the district prior to any use of facilities. The school district reserves the right to waive the liability insurance.
- f. The district is not responsible for loss or damage to personal property by individuals or groups who lease school buildings or property.

Denied Lease Agreement:

- a. If denied, the requester will receive notification in a timely manner.