



Instructions: School facilities may be used for activities that align with the IEA mission, vision, philosophy, charter, by-laws, and any other board-approved documents in partnership with the school’s leadership. All fees and refundable deposits must be received in full ten (10) days prior to the event. School supplies are not included in this rental agreement. Non-IEA applicants are required to submit proof of insurance. Utah law prohibits smoking or drinking in any public school building or any public school grounds. In compliance with ADA (Americans with Disabilities Act), any individual, groups, or organizations wishing to use IEA facilities must meet all of the provisions of the law and provide program access to otherwise qualified individuals. Individuals must be provided special accommodations including auxiliary communicative aids and services. Please complete this form in full for facility use approval. There will be no consecutive weekend use approval. Requests will need to be submitted by month and will be approved on a monthly basis. Please see IEA’s Policies and Procedures or call the IEA Main Office for any questions or guidance.

Section I: Applicant

Activity Title: _____

Organization: _____

Applicant Name: _____

Applicant Phone Number: _____

Applicant Address: _____

Section II: Site Use

Name of Facility Room/Area: _____

Number of Participants: _____

Age of Participants: _____

Summary of Activity: _____

Special Needs/Requests: _____

Section III: User Permit & Agreement

I have read and comply with the “Special Consideration for User Permit and Agreement.”

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Applicant Signature

Date



Special Considerations for User Permit and Agreement

<p>Users</p>	<p>User will have access to the facilities outlined on the application. No other access to IEA property is granted by this Agreement. Activities may not interfere with IEA daily pedagogy. User accepts full responsibility for all conditions on the premises that can be identified by reasonable inspection, if user fails to give the IEA written notice of any objectionable conditions, no later than one week prior to the event. User accepts and understands that it has full responsibility for safely and appropriately setting up equipment, marking the site, and all other activities necessary for staging the event. User accepts full responsibility for all supervision and security measures necessary for all those involved in the event, including, but not limited to, parking, crowd control, and spectators. User understands and agrees to take full responsibility to provide medical and emergency care to all those involved in the event, including participants and spectators. User warrants to IEA that all medical and emergency care will be appropriate and sufficient. User agrees to indemnify, hold harmless and defend the IEA, all its officials, officers, employees' agents and volunteers from any and all lawsuits, claims, damages, liabilities, costs and expenses including attorney fees, arising out of or in any way connected with this Facility Use Agreement. User agrees to pay IEA fees 10 (ten) days prior to each event. If insurance or fees are not paid, this agreement shall be null and void.</p>
<p>Noncommercial User</p>	<p>IEA permits use of school buildings and grounds pursuant to the Utah Civic Center statutes at UCA §§ 53A-3-413 and 414. Approval under this policy is a Permit under the Civic Center statutes and grants IEA full legal immunity under the Governmental Immunity Act of Utah pursuant to § 63G-7-301. Noncommercial users are advised to obtain insurance to cover the user's liability.</p>
<p>Commercial User</p>	<p>User warrants that it maintains all legally required insurance. For the purposes of this agreement, user shall have Comprehensive General Liability Insurance covering the event in the amount of \$1,000,000.00 per occurrence and have IEA's named as an insured. One week prior to the event, the user will provide IEA with proof of the above stated amount and showing the IEA has been added as an insured. Commercial users will not be allowed to rent a facility without a certificate of insurance.</p>



Film Production	Commercial film production applies to any agreement which allows the user to rehearse, create, and film any manner of production which captures, through the use of electronic or other media, the image of any facility, or district student or employee. A commercial film production must obtain all necessary signed releases prior to using the image of any IEA student.		
Deposits & Fees	All deposits and fees must be received ten (10) days prior to the event. Cash is not accepted. If IEA requires additional security (i.e. classified, license or administrative employee) the renter will pay this cost (see rates below).		
Non-Profit/For Profit	An organization is considered non-profit if the Internal Revenue Service considers it a charitable organization that has tax-exempt status. All non-profit organizations shall be required to produce their IRS tax exempt number. For Profit rates apply to an organization or individual whose motive is to make a profit. These include (but are not limited to): (a) teachers providing private instruction for a fee such as music, physical education, and art teachers which are not run through the community school program and (b) events for which admission is charged, items sold, or paid instruction for student such as music, art, dance, aerobics, basketball, weight training and etcetera.		
Rates	Facility/Personnel	Non-Profit	For Profit
	Security Deposit	\$100.00	\$100.00
	Parking Lot (per hour)	\$10.00	\$40.00
	Cafeteria (per hour)	\$50.00	\$100.00
	Multipurpose Room (per hour)	\$50.00	\$100.00
	Kitchen (per hour) <i>When using kitchen, it is mandatory to have at least one staff member present, for which there is an addition personnel charge.</i>	\$65.00	\$125.00
	Classroom (each per hour)	\$20.00	\$40.00
	Building Supervisor (per hour)	\$35.00	\$35.00
	Additional Staff (per hour)	\$20.00	\$20.00
	Kitchen Staff (per hour)	\$20.00	\$20.00
	Additional Cost per IEA Director	TBD	TBD