

Facility Use by Non-School Board Entities During COVID-19

Letter of Acknowledgement

Dear Sir/Madam,

We appreciate your interest in using district facilities for your event, but due to the COVID19 pandemic, in order for us to allow use of district facilities the following must be agreed upon and performed by you and your guests while using our facilities:

1. The room(s) that you wish to rent are provided "as is" as far as cleaning is concerned. Some rooms may have been cleaned for the day and that cleaning may include anti-bacterial agents that kill the COVID-19 virus, but in many cases a room may not have been wiped down and cleaned to the point that the virus has been successfully eliminated or mitigated. You are responsible to advise your guests of this situation, and you and your guests must then agree to take the room "as is" as the district cannot take responsibility for cleaning all surfaces in the room(s) prior to use.

Initial: _____

2. You as the facility user and your guests, must review and be responsible to follow all CDC and State guidelines for social distancing, facial coverings, sanitation, or additional occupant safety guidelines for your group's size that may be put in place by these agencies at all times. **Initial:** _____

3. During your use of district facilities, you and your group are limited to the room(s) rented, the hallway leading to the room(s), and the nearest bathroom. These facilities will not be cleaned until your use of the facility is completed. To avoid the possibility that a surface from a cleaned room stays clean until students arrive the next morning it is imperative that your group only use the room(s) previously approved and designated for use.

Initial: _____

4. Typically, weekend use by an outside entity require the group to pay a custodial fee that starts 30 minutes prior to use, during use, and then ends 30 minutes after the use concludes. During this pandemic period, the cleaning and sanitizing process will take longer than before. As a result, the charge will start 30 minutes prior, during use, and end a minimum of 90 minutes after use ends. Custodial time beyond 90 minutes will be at the discretion of the site administrator. This added time will give our custodians time to properly clean and sanitize the facility.

Initial: _____

5. During the normal work week, facility use does not typically include a charge for custodians. During this pandemic, and at the discretion of the site administrator, the school has the right to charge a minimum of one hour for custodial cleaning of the room(s) once the facility user leaves the building. Custodial time can be longer than one hour, at the discretion of the site administrator.

Initial: _____

Please read and initial all the areas above and sign below. By doing so you and your guests acknowledge that you have been warned and agree to abide by these requirements. Failure to properly initial and sign this form will result in a denial of use.

Organization Name

Signature

Date