

Facility Use/Keyholder Agreement

School affiliated organizations may have use of Gore School’s facilities for school/student related activities. A building key may be applied for and terms of the use shall be signed and agreed to by the petitioning party (s)

The following terms shall be agreed to by any person requesting a key and or use of a school building. Privileges may be revoked at any time the terms of the agreement are not strictly followed. If a key is issued, upon request by Gore administration, the key is to be returned. Legal action shall result if the school property (key) is not immediately returned upon request.

Use of Gore Public Schools facilities and Key holder terms.

1. ***Keyholder must be a current Gore Public Schools’ employee. Keys will not be released to non school personnel.***

The use of the building will be designated upon request by petitioner. Any use of the school property not listed in the initial agreement shall be grounds for termination of the agreement.

2. At no times shall any key be reproduced by a key holder. The key is to be in the possession of the person who petitioned and received the key at all time.
3. The key holder is responsible for opening, maintaining, supervision, and closing the building after each use. This includes lights, ac/heat, restrooms and any equipment properly stored.
4. The key holder is to remain in the building, supervise all activity, and oversee the facility; if they opened it.
5. At no time shall outside persons have use of a facility without administration approval, **ONLY Elementary and secondary age students, currently enrolled in a public school may use the facility as a member of a “Gore” team. The team must consist of a majority of Currently Enrolled Gore Public School students to qualify as a Gore Team. (majority=more than 50% of team members)**
6. Any group or individual (s) that meets the team qualifications may use the facilities for stated purposes but shall not be issued a key. If a building use request is approved by administration, the request will be facilitated by a staff member to open, supervise and close the facility.
7. Any damage that occurs as a result of misuse shall be the responsibility of the party that causes the damage.
8. Any damage or matters needing repair should be reported to the administration immediately.
9. Any issues with anyone that is allowed inside a facility by a keyholder is the responsibility of the keyholder or police. Matters of Gore student issues that occur while in attendance of an activity sponsored buy a keyholder, shall not be a school disciplinary matter unless deemed so by school administration. This shall be determined by school administration at the time of reporting.
10. The designated keyholder shall have the authority to deny or remove any person that enters the facility while in use by a keyholder.

- 11. Any grounds that connect to the facility shall be deemed as same as the facility during use such as parking lots, seating and parking areas.
- 12. THE DISTRICT RESERVES THE RIGHT TO DENY ACCESS TO ANY FACILITY FOR ANY REASON AT ANY TIME. THE DISTRICT RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT AND HAVE KEY RETURNED AT ANY TIME FOR ANY REASON.

This agreement shall be in effect until one party terminates the agreement.

**I agree to abide by the terms of this agreement. I understand that if I violate any condition or term of this agreement, I will immediately return the key to school administration and forfeit my future privilege to the use of the facility (s).**

Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Building requested: \_\_\_\_\_ Date (s) of use: \_\_\_\_\_

Gore Student activity to be conducted: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Key or code assigned# \_\_\_\_\_ if approved.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved—Not approved;

Justification or conditions: \_\_\_\_\_