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## **9000 SERIES—SCHOOL FACILITIES**

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The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.



Policy History:

**Adopted on: 8/11/14**

ISBA

**Revised on:**

### Acquisition of Property

**Real Property:** Within one year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

**Personal Property:** The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost \$50,000 or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

### Conveyance of Property

**Less than \$500:** For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

**Less than \$1,000:** For property that has an estimated value of less than \$1,000, the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one published advertisement is required.

**\$1,000 or Greater:** For property with a value of \$1,000 or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402(g). Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten years and must bear an annual interest rate of not less than seven percent interest. Title to property sold on contract shall remain in the District until full payment is received.

### Donated Property

If property is donated to the District, the Board may sell the property without advertising or bidding within one year of the time the initial appraisal was conducted.

### Exchange of Property

The Board may exchange real or personal property for other property provided that:

1. Such property is appraised;
2. 1/2 plus one of the members of the full Board determine such conveyance or exchange is in the best interest of the District; and
3. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
  - A. U.S. government;
  - B. City;
  - C. County;
  - D. State of Idaho;
  - E. Hospital district;
  - F. School district;
  - G. Public charter school;
  - H. Idaho Housing and Finance Association;
  - I. Library district;
  - J. Community college district;
  - K. Junior college district; or
  - L. Recreation district.



Cross Reference: 2510P      Selection of Library Materials

Legal Reference: I.C. § 33-402	Notice Requirements
I.C. § 33-601	Real and Personal Property – Acquisition, Use or Disposal of Same
I.C. § 67-2801, et seq.	Purchasing by Political Subdivisions – Legislative Intent

Policy History:

**Adopted on:** 08/11/14

ISBA

**Revised on:** 7/9/2018

No contract shall be awarded to any contractor who is not licensed as required by the laws of this State. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than eighty five percent (85%) of the contract amount for the sole protection of the District; and
2. Payment bond in an amount not less than eighty five percent (85%) of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his subcontractors in the prosecution of the work performed under the contract.



Legal Reference: I.C. § 54-1902 Unlawful to engage in public works contracting without license  
I.C. § 54-1925 et seq. Public contracts Bond Act

Policy History:

**Adopted on: 8/11/14**

ISBA

**Revised on:**

**POLICY TITLE:    Operation and Maintenance of District  
                                 Facilities**

**POLICY NO: 9300  
                                 PAGE 1 of 1**

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the principals, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference: 8520	Inspection of School Facilities
9400	Safety Program
9500	Security

Legal Reference: I.C. § 33-701	Fiscal year – Payment and accounting of funds
I.C. § 33-1613	Safe public school facilities required



Policy History:

**Adopted on: 8/11/14**

**ISBA            2007**

**Revised on:**

The Board acknowledges the importance of safety for students, staff and others having business with the District. In addition, programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the District Safety Committee to develop an Exposure Control Plan to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).



Cross Reference: 8520  
9300

Inspection of School Facilities  
Operation and Maintenance of District Facilities

Legal Reference: I.C. § 33-512  
29 CFR 1910.1030

Governance of schools  
The Bloodborne Pathogens Standard

Policy History:

**Adopted on: 8/11/14**

ISBA 2007

**Revised on:**

Security means not only maintenance of buildings, but also protection from fire hazards, faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to maintain safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.



Cross Reference:                    9300                    Operation and Maintenance of District Facilities

Policy History:

**Adopted on: 8/11/14**

ISBA                    **2007**

**Revised on:**



The operation of the District's facilities shall be the responsibility of the Superintendent through the Director of Operations. The Director of Operations shall manage the operation of the facilities through the head custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.



Policy History:

**Adopted on: 8/11/14**

ISBA

**Revised on:**

Waste Management and Recycling

The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students declares that resource conservation is to be made an integral part of the physical operation of the school system and of the school curriculum. Therefore, it shall be the policy of the District that:

1. The school system will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
2. The amount of waste of consumable materials is to be decreased by:
  - a. Reduction of the consumption of consumable materials wherever possible;
  - b. Full utilization of all materials prior to disposal; and
  - c. Minimization of the use of non-biodegradable products wherever possible.
3. The school system will cooperate with, and participate in, recycling efforts being made by the local and state governments. As systems for the recovering of waste and recycling are developed, the school system will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The school system will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
5. Representatives of the school system will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.



Policy History:

**Adopted on: 8/11/14**

**ISBA 2008**

**Revised on:**

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

The District shall develop and continually update an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and submit the plan to the Idaho Department of Environmental Quality for approval. A copy of each school's plan shall also be kept at the school and made available to the public for review. The District shall notify in writing parents, teachers, employees, and employee organizations of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups, and a dated copy of the notification.

After an initial inspection of the schools to identify possible asbestos-containing building materials, the District shall conduct an inspection every three (3) years to determine whether the condition of known or assumed asbestos-containing building materials has changed and will make recommendations on managing or removing the materials. These inspections and any response actions must be performed by trained, licensed professionals. Every six (6) months the District will survey the condition of these materials to assure that they remain in good condition. Forms for noting the condition of these materials shall be included in the management plan.

The District will train all maintenance and custodial staff about asbestos and how to deal with it, and notify short-term or temporary workers on the locations of the asbestos-containing building materials. Such training will be conducted within sixty (60) days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. The District will ensure that plans and procedures to minimize the disturbance of asbestos-containing building materials are set and followed.

The Superintendent or designee shall be trained and designated as the person responsible for ensuring that these requirements are implemented.



Legal Reference: Asbestos Hazard Emergency Response Act, 15 U.S.C. § 2650  
Asbestos Management Plans, 40 C.F.R. § 763.93

Policy History:

**Adopted on: 2-10-14**

**ISBA 2013**

**Revised on: 8/11/14**

The District Board of Trustees has a priority to keep the students and staff of the District safe. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in chemicals and other substances used in schools such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses and equipment, and the maintaining of school grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students and ensure that no experiment will be dangerous if safe procedures are followed throughout, and ensure that proper precautions are taken to avoid contaminating the environment.

#### Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share the responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

#### Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal. Waste should be stored in closed containers except when additional waste is being added. Each school science department should maintain a central, secure waste storage area.

#### Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate disposal, including disposing of the substance in a disposal container or down the drain.



#### Policy History:

**Adopted on: 8/11/14**

**ISBA 2007**

**Revised on:**

The Twin Falls School District Board of Trustees is responsible for the naming and renaming of all schools and school facilities within the District. It is the desire of the Board that each new building or facility within the District be given a name that lends dignity and status to the school or facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of a school or facility may occur under the following circumstances:

1. When a new school is built;
2. When two or more schools have the same name (for example, an elementary school and a middle school), one school may request a new name while the other retains the original name;
3. When a new facility is built to replace an existing facility which will be closed.

The following guidelines should be considered when naming a school or facility:

1. A proposed school name may be a person, place or thing.
2. Proposed names should not be a person whose primary identification is of a religious nature.
3. Distinguished persons proposed for the school name must have been deceased for at least six months and should have made significant contributions to the community, county, state or nation.
4. A person's moral character should also be considered.
5. Persons proposed for the school name shall not be a relative of any employee or school Board trustee.
6. Geographic names may also be considered. These names should be clearly identifying, widely known and recognized.



Policy History:

**Adopted on: 8/11/14**

ISBA 2006

**Revised on:**

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a modestly sized, permanent stone or plaque indicating the name and relevant information of the person to be memorialized. The Board, using the same process indicated above, may consider other types of memorials for approval. The Board or its designee must approve any type of memorial, including wording on a plaque, as well as any memorial service on school property.

Placement of any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions to a general scholarship fund established by the District may be made. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, district or community. Items received become the property of the District and will be used for the purpose for which they were donated.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on District property upon such losses or events. The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled

classroom or school activities; or the celebration of student accomplishments may, with prior Board or designee approval, be authorized.



Policy History:

**Adopted on: 8/11/14**

ISBA           **2007**

**Revised on:**

**MISSION:**

The Board recognizes that

The schools belong to the community and that the maximum use of these facilities for the good of all is desirable.

The interest of all taxpayers must be safe-guarded and that school facilities may not be indiscriminately rented for particular uses of special groups except under well-planned regulations and rental schedules.

The community has a capital investment in school buildings and facilities; therefore, the Board believes such facilities should be used for legitimate community purposes by responsible organizations, associations, and civic groups for educational, cultural, civic, and recreational purposes outside school hours, when such use will not conflict with or handicap the school program.

**PROCEDURE:**

1. The School District facilities that may be rented under these policies include:
  - a. Auditoriums, small
  - b. Auditorium
  - c. Athletic Stadiums
  - d. Cafeteria
  - e. Classrooms
  - f. Gymnasiums
  - g. Miscellaneous
  - h. Computer Labs
2. The availability of facilities shall be determined by the Superintendent of Schools or his/her designee and the Principal of the school involved. In all instances, the use of the facilities by the school will come first.
3. Groups who use the facilities must provide adequate supervision for participants and spectators. A deposit in the amount of one-half (1/2) the projected use fee (\$100 minimum) will be required prior to rental of the facility. A \$35.00 scheduling fee (part of the deposit) is non-refundable. At the conclusion of the use, a reconciliation of fees will be made and additional charges (e.g. extra cleaning, damage) will be assessed to the renter. Physical damage done to school property by renting groups shall be paid for or replaced by renting groups to the satisfaction of the School District. All groups must provide a liability and property damage "Certificate of Insurance" in the amount of \$1,000,000, naming the Twin Falls School District as an additional insured or certificate holder. Certificate must be received prior to the date of the event or effective rental date.
4. The fees collected for the rental of school property shall be paid to the Treasurer, Twin Falls School District No. 411, 201 Main Avenue West, Twin Falls, Idaho 83301.



Questions about the school facility use are to be directed to the Director of Operations of the School District.

5. The District will have a custodian on duty during the times that school facilities are being used. The cost for custodial staff is included in the rental charge during normal business hours. If the facility is used past normal business hours a \$15.00 per hour after hour fee will be charged and added to the rental fee. If excess cleaning is required renter will be charged \$15.00 per hour per custodian. Use of kitchen facilities will require approval by the School Lunch Supervisor and a \$15.00 per hour, per person fee will be charged for kitchen staff.
6. The Twin Falls School District has leased the concession stands to a lessee. In accordance with the lease agreement, the lessee has the first right of refusal to operate the concession stands in all circumstances. If the renter desires to operate the concession stand, they must negotiate with the “lessee” and the school administration for said use.
7. The Superintendent or his/her designee may meet with other public agencies to review facility usage. Interagency agreements, e.g. City/School District, etc. may exchange use of facilities at no rental cost to either party. Any additional expenses, e.g. extended custodial hours, student assistants, technicians, repairs, or other additional out-of-pocket costs will be assessed and charged to the appropriate agency or organization. Examples of interagency agreements include: City youth and adult programs, law enforcement agency training and other government agency educational use. Any cost incurred outside the regular custodial workday will be agreed upon by the parties involved and assessed to the appropriate agency or organization.
8. No smoking or alcoholic beverages are allowed on any school property.
9. No fee will be charged for in-service programs which are offered exclusively for employees of the district. For the in-service program, seminar, or class to qualify it must be approved by the instruction committee.
10. Facilities will be used strictly for those purposes for which they were designed. No automobile shows, animal show/games, home & energy fairs or similar types of activities will be allowed in gymnasiums.
11. Libraries will not be rented for public use.
12. Rentals will generally not be available during the summer months because of summer maintenance.
13. Facilities will not be rented on holidays, e.g., Thanksgiving, Christmas, New Year’s Day and Easter or any other holiday when TFSD employees do not work.
14. Appeals concerning rental use must be made in writing to the Board of Trustees.
15. **HARDWARE:** Hardware provided in computer lab:

Current Technology Computers (exact specifications provided upon request).  
Some Labs have Electronic Whiteboard and Projector attached to a Teacher Computer.  
Black & White Laser Printer @ \$.10/page.

There are no telephone lines available to connect a laptop or other equipment with a modem.

Renter may not modify hardware configurations of School District systems under any circumstances. This includes, but is not limited to, changing or adding additional drives (hard drives, CD-ROMs, etc.), Expansion Cards, RAM, USB devices, or Input Devices.

Absolutely no food or beverages are allowed in the computer lab.

If equipment is damaged beyond normal wear or equipment is missing following an event, cost for repair and/or replacement will be billed to the renter. The renter is responsible to inspect all equipment and report any pre-existing damage prior to use.

16. SOFTWARE: Software provided on computers:  
Windows 7 SP3 or Windows 10 or greater  
Internet Explorer 11 or greater and Google Chrome  
Windows Media Player 12 or greater  
Office 2016 or greater  
Bitdefender Virus Scan

Renter may request additional software. If the School District does not have licensing for the software, then the software requested must be provided by the renter and received at least three weeks prior to event in CD-ROM format and with proof of licensing. Software may be sent to the Computer Lab Rental Manager at 201 Main Avenue West, Twin Falls, ID 83301. This software will be checked for basic compatibility with the School District environment and must not cause excessive computer, network, server, or Internet load. The software media and license will remain the property of the renter, but the School District is not responsible for lost or damaged media. If the software is approved for use, School District personnel will deploy the software in the lab. If the software is rejected, the renter will be notified at least seven days prior to the scheduled event. Renter is not allowed to install software on computer lab equipment. Violation of the policy may result in penalty billing. Software requests are handled on a per-use basis. If the same software is requested for a future event, the fees still apply. See Services & Support for cost of additional software installation.

17. Services & Support: Internet access will be provided over a shared frame relay line using network address translation (no static Internet IP addresses). The School District uses only reliable service providers with excellent service legal agreements, yet the School District cannot be responsible for Internet failures or bandwidth congestion beyond School District facilities. Any problems that arise as a result of Internet access issues outside of the School District demarcation point will not result in a refund or discount of the rental fee.

Training in the use of software is not provided. Renter must provide person(s) who are knowledgeable in software use. Hardware and software issues related to unforeseen system failure or acts of God will be resolved in a timely manner by an on-call technician. If internal network systems are unavailable from one hour to 40% of the reservation time, the renter will receive a 50% refund. If these services are unavailable for more than 40% of the reservation time, the renter will receive a 100% refund. If additional software has been installed, the software installation fee will be forfeited by the renter. Any problems that arise as a direct result of a renter initiated issue will not result in a refund or discount of the rental fee.

18. **TECHNICIAN RATES:** All daily lab rental rates include 2 hours technician time for lab setup and re-setup. Additional technician time will be billed at \$50 per hour. In addition, there will be a \$50 per-hour fee for 2 hours technician time per custom software package installation.
19. The district will not charge a fee for the use of any facility for a funeral of a current employee or a currently enrolled student. A "Certificate of Insurance" providing for liability and property damage in the amount of \$1,000,000, naming the Twin Falls School District as an additional insured or certificate holder, will still be required and a no-charge contract will need to be signed with the TFSD.
20. Traveling athletic teams from other Idaho schools shall be allowed to use district athletic fields or gymnasiums for practice or sleeping accommodations with superintendent and principal approval with no charge. Insurance and facility use agreement will be required.
21. Facility use requested to be used by the Idaho High School Activities Association (IHSAA) for tournament or play-in games will not be charged for the use of the facilities. Insurance will be required. A facility use agreement is required.
22. Twin Falls School District seniors are allowed to use facilities for the completion of their senior project without charge. Students will have to have an advisor present during the entire time they are using the facility. A student activity form will need to be filled out. There is no fee and no insurance is required.
23. This policy may be waived by the Board of Trustees.
24. No weapons shall be permitted on school property (concealed or open carry) other than by law enforcement pursuant to applicable statute, or the very limited exceptions identified in state and/or federal law, unless written pre-authorization is obtained by the District. This prohibition shall include security personnel for such event, which requires District approval for presence and possession of a weapon.
25. The District retains sole discretion to revoke authorization for rental/use of School District facilities or to deny approval of rental/use of School District facilities as the District believes are appropriate.

## CLASSIFICATION OF GROUPS/PRIORITIES FOR USE

1. School Related: Activities directly related to school, i.e., staff in-service meetings/training, student body assemblies, pep rallies, student body elections, school-sponsored clubs, plays, athletic or music events, Boosters, P.T.A./P.T.O. functions and district athletic organizations.

FEES: No fee charged  
Student Activity Form: Required

2. Joint-Use Facility Agreements: Interagency agreements, e.g. City/School District including but not limited to city youth and adult programs, law enforcement agency training, National Guard, firefighters, State Department of Education and other government agency who use facilities.

FEES: No fee charged unless separate agreement is established between the district and the agency.  
Insurance: Required  
Facility Use Agreement: Required

3. Not-For-Profit organizations #1 providing services to students residing within the School District boundaries or enrolled in Twin Falls School District schools, and **if** they have a School District employee advisor: scouting groups, athletic clubs/organizations, or similar groups who use facilities for community or scholarship use.

FEES: No fee charged  
Insurance: Required  
Facility Use Agreement: Required

4. Not-For-Profit organizations #2 providing services to students residing or enrolled in Twin Falls School District schools within the School District boundaries that **does not** have a School District advisor: scouting groups, Y.M.C.A., Civic/Service groups, or similar groups who use facilities for community or scholarship use.

FEES: See Fee Schedule 1.  
Insurance: Required  
Facility Use Agreement: Required

5. Non-school groups #3 will be permitted to co-sponsor an activity with a school group providing the School District receives revenues to cover expenses AND that the school group receives at least 50% of the net revenue from the event. In these situations, a certificate of liability insurance will be required, and a contract must be completed.

FEES: See Fee Schedule 1.  
Insurance: Required  
Facility Use Agreement: Required

6. Not-For-Profit organizations #4 providing services to students residing outside the School District boundaries: scouting groups, Y.M.C.A., Civic/Service groups, Special Olympics, or similar groups who use facilities for community or scholarship use.

FEES: See Fee Schedule 2.  
Insurance: Required  
Facility Use Agreement: Required

7. Commercial groups, private party functions, political rallies or promotions by organizations and/or individuals for profit-making or fund raising or when using buildings as a rental facility. Private party functions such as wedding receptions, family reunions, funerals, etc.

FEES: See Fee Schedule 2  
Insurance: Required  
Facility Use Agreement: Required

#### RATES:

1. Rates are based on the individual rate schedules in Procedure 9850P. The rates include amounts for custodial service and special/technical technicians. For larger groups or multiple facility use, a \$15.00 fee per hour per person for additional staff will be required; such as extra custodians, kitchen staff, etc. Additional technical staff requirements will be charged at \$12.00 per staff per hour for follow-spot operators and \$10.00 per person per hour for stagehands. There will be an additional charge of \$40.00 per hour if a TFSD technician is required to work more than 8 hours a day. These fees are in addition to those in this policy's rate schedule.
2. Auditorium rehearsal/setup will be charged at 50% of base rate. Rehearsals cannot go beyond 10:00 P.M. Those not exiting the facility by 10:00 P.M. will be charged an additional \$50.00 per hour.
3. Special setup fees such as table and/or chair setup, portable stage, orchestra pit or other special arrangements will be assessed at \$15.00 per hour per person. Any equipment fees will be determined by the school administrator where the rental is located.
4. A \$100.00 fee will be assessed for use of the lights at the High School Stadiums.
5. Extended use for not-for-profit groups (Group #4):
  - 1-5 days will be at the listed rates
  - 6-10 days will be provided a 30% discount
  - 11-25 days will be provided a 50% discount
  - 26 or more days will be provided a 70% discount

Extended use discount fees will only apply during the regular custodial hours. After 10 p.m. custodial fees of \$15.00 per hour will be charged. Fees will also include the time necessary to clean the facility.

6. School rental fees will be based upon the number of hours the facility is used, and will be assessed to cover the period from the time the building is opened to the renter, to the time all members of the renting party have left the facility, including the time required to clean the facility.

Facility Use Agreement approval is required at least five (5) working days prior to the event.



**LEGAL REFERENCE:**

Idaho Code Sections  
33-601

**ADOPTED:** 12/08/08  
**Approved** 6/13/95  
**TFSD**

**Revised** 11/14/95  
**Revised** 4/9/96  
**Revised** 5-13-97  
**Revised** 2-6-01  
**Revised** 4-8-02  
**Revised** 11-11-02  
**Revised** 11-10-03  
**Revised** 6-14-04  
**Revised** 11-8-04  
**Revised** 11-13-06  
**Revised** 8-09-10  
**Revised** 10-11-10  
**Revised** 8-11-14  
**Revised** 12-14-15  
**Revised** 6-13-16  
**Revised** 10-10-16  
**Revised** 1/8/18

See also: 9850P

**Procedure 9850P  
FEE SCHEDULE #1**

**TWIN FALLS SCHOOL DISTRICT FACILITIES RENTAL RATE  
For SCHOOL DISTRICT NOT-FOR-PROFIT GROUPS**

BUILDING	CLASSROOM		AUDITORIUM		GYMS		STADIUMS		MULTI-PURPOSE ROOM/CAFETERIAS		KITCHEN/CAFETERIA Must Have Kitchen Staff		COMPUTER LABS	
	HOUR	DAY*	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY
Bickel	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
Harrison	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
Lincoln	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
Morningside	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
Oregon Trail	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
Perrine	\$20	\$130*			\$50	\$225			\$40	\$180	\$50	\$225	\$55	\$310
Pillar Falls	\$20	\$130			\$50	\$225			\$40	\$180	\$50	\$225	\$55	\$310
Rock Creek	\$20	\$130			\$50	\$225			\$40	\$180	\$50	\$225	\$55	\$310
Sawtooth	\$20	\$130*			\$50	\$225			\$30	\$135	\$40	\$180	\$55	\$310
<b>MIDDLE SCHOOLS</b>														
V.C. O'Leary	\$20	\$130*	\$60	\$270	Sm. \$60 - \$270 Lg. \$80 - \$350		\$50	\$225	\$40	\$180	\$50	\$225	\$55	\$310
Robert Stuart	\$20	\$130*			\$70	\$300	\$50	\$225	\$40	\$180	\$50	\$225	\$55	\$310
South Hills	\$20	\$130			Sm. \$60 - \$270 Lg. \$80 - \$350		\$50	\$225	\$40	\$180	\$50	\$225	\$55	\$310
<b>HIGH SCHOOLS</b>														
Twin Falls	\$20	\$130*	\$100	\$450**	Sm. \$70 - \$300 Lg. \$90 - \$400		\$80	\$350	\$40	\$180	\$50	\$225	\$55	\$310
Canyon Ridge	\$20	\$130	\$80	\$360	Lg. \$90 - \$400		\$80	\$350	\$40	\$180	\$50	\$225	\$55	\$310

\* 2 to 5 classrooms = \$40/day for each additional classroom up to five (5). NORMAL CUSTODIAL/TECHNICAL  
6 to 10 classrooms = \$30/day for each additional classroom up to ten (10). SERVICES INCLUDED IN BASE RATES.  
11 or more classrooms = \$20/day for each additional classroom.

**FEE SCHEDULE #2**

**TWIN FALLS SCHOOL DISTRICT FACILITIES RENTAL RATE  
For COMMERCIAL GROUPS/PRIVATE PARTY/POLITICAL RALLIES/GOVERNMENT AGENCIES**

BUILDING	CLASSROOM		AUDITORIUM		GYMS		STADIUMS		MULTI-PURPOSE ROOM/ CAFETERIAS		KITCHEN/ CAFETERIA Must Have Kitchen Staff		COMPUTER LABS	
	HOUR	DAY*	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY	HOUR	DAY
Bickel	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
Harrison	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
Lincoln	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
Morningside	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
Oregon Trail	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
Perrine	\$25	\$150*			\$70	\$300			\$50	\$200	\$60	\$270	\$80	\$450
Pillar Falls	\$25	\$150*			\$70	\$300			\$50	\$200	\$60	\$270	\$80	\$450
Rock Creek	\$25	\$150*			\$70	\$300			\$50	\$200	\$60	\$270	\$80	\$450
Sawtooth	\$25	\$150*			\$70	\$300			\$40	\$180	\$50	\$225	\$80	\$450
<b>MIDDLE SCHOOLS</b>														
V.C. O'Leary	\$25	\$150*	\$100	\$450	Sm. \$80 - \$350 Lg. \$100 - \$450		\$70	\$300	\$50	\$200	\$60	\$270	\$80	\$450
Robert Stuart	\$25	\$150*			\$90	\$400	\$70	\$300	\$50	\$200	\$60	\$270	\$80	\$450
South Hills	\$25	\$150*			\$ Sm. \$80 - \$350 Lg. \$100 - \$450		\$70	\$300	\$50	\$200	\$60	\$270	\$80	\$450
<b>HIGH SCHOOLS</b>														
Twin Falls	\$25	\$150*	\$140	\$630**	Sm. \$90 - \$400 Lg. \$110 - \$500		\$100	\$450	\$50	\$200	\$60	\$270	\$80	\$450
Canyon Ridge	\$25	\$150*	\$120	\$540*	Lg. \$110 - \$500		\$100	\$450	\$50	\$200	\$60	\$270	\$80	\$450

\* 2 to 5 classrooms = \$50/day for each additional classroom up to five (5). NORMAL CUSTODIAL/TECHNICAL  
 6 to 10 classrooms = \$40/day for each additional classroom up to ten (10). SERVICES INCLUDED IN BASE RATES.  
 11 or more classrooms = \$30/day for each additional classroom.

Revised 11/9/09; 12/14/15; 12/11/17; 1/8/18



Twin Falls School District No. 411  
201 Main Avenue West  
Twin Falls, Idaho 83301

FACILITIES USE AGREEMENT

THIS AGREEMENT, made and entered into by and between the Twin Falls School District No. 411 hereinafter called the "Owner", and

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Hereinafter called "Permittee".

It is understood and agreed as follows: The permittee is hereby granted permission to use Twin Falls School District No. 411 facilities according to the following schedule and in consideration of the following charges:

FACILITY

BUILDING

DAY AND TIME-OF-DAY FACILITY IS TO BE USED

PURPOSE *(If the use is for a speech or presentation, please identify the speaker and the subject matter to be addressed.)*

CHARGES

ADDITIONAL REQUESTS

ARE THERE ANY PARTICULAR SECURITY OR SAFETY CONCERNS THAT RELATE TO THIS USE?

Will admission be charged: Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated number of people: \_\_\_\_\_

Name and address of Liability Insurance carrier

The Permittee agrees that for and in consideration of the use of said premises Permittee will in addition to payment as above outlined:

1. Occupy said premises only as outlined in the agreement.
2. Provide necessary crowd supervision and control, detailed to and pre-approved by the District.
3. Be responsible for any loss of or damage to any loss of its property or its patrons during the event and time period hereinbefore set out.
4. Reimburse the owner for damages to facilities, equipment, and furnishings of the Owner, directly or indirectly attributable to the Permittee on account of the use for which this agreement is made.
5. Indemnify and forever hold harmless the Owner as per attached Building and Facilities waiver of Liability and Indemnity Agreement and identify the District as an additional insured on any applicable policies of insurance.
6. A deposit of one-half (2) the use fee (\$100 minimum) will be required.
7. Should any safety or security risks arise, such must be immediately communicated to the District, in writing.
8. No weapons (concealed or open carry) are permitted upon school property unless pre-approved in writing by the District or permitted via the very limited exceptions identified in state and/or federal statute, including the requirement of security and crowd supervision which requires pre-approval by the District. Law enforcement is permitted to carry weapons upon school property as provided by Idaho law.
9. It is mutually agreed between the Owner and the Permittee that either party may terminate this agreement upon a twenty-four (24) hour notice. If the District terminates the agreement and revokes use/rental of a district facility, the District shall bear no liability for any cost, fee or loss incurred by the renting party

associated with termination of the Agreement or the denial or revocation of use/rental of a District facility. In such situation, the District's sole liability to the renting/using party shall be limited to a return of any deposit paid to the District pursuant to the use/rental agreement, District Rental/Use of School District Facilities Policy or any other such associated agreement.

IN WITNESS WHEREOF, the parties hereby have set their hands and seals on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PERMITTEE:

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
Twin Falls School District No. 411

BY: \_\_\_\_\_  
(Signature of Officer Responsible)

BY: \_\_\_\_\_  
(School District Official)

Revised 10/10/16  
Revised 1/8/18

**CONTRACT FOR USE OF SCHOOL DISTRICT NO. 411  
BUILDINGS AND FACILITIES WAIVER OF  
LIABILITY AND INDEMNITY AGREEMENT  
READ THIS DOCUMENT CAREFULLY - BY SIGNING THIS AGREEMENT, YOU GIVE UP CERTAIN  
RIGHTS AND ASSUME CERTAIN RESPONSIBILITIES**

In addition to the previously entered Facilities Use Agreement, I, \_\_\_\_\_, an agent or officer, acting for and on behalf of

\_\_\_\_\_, for and in consideration of the use of the facilities of School District No. 411, located at \_\_\_\_\_, do by this document  
(address of building or facility)

agree, on behalf of myself and the organization which I represent, to indemnify and hold harmless any employee, officer, servant, or agent of School District No. 411, including elected or appointed officials, and persons acting on behalf of School District No. 411 in any official capacity, temporarily or permanently in the service of School District No. 411, whether with or without compensation, from any and all manner of action or actions, cause or causes of action, suits, injuries, or any other claim or demands arising out of the use of any facility of School District No. 411.

**THE UNDERSIGNED FURTHER AGREES**

1. To indemnify and hold harmless School District No. 411, its agents, employees, and assigns from all manner, action or actions, cause or causes of action suits, injuries or any other claims or demands that may arise from any act of omission by an employee, agent, representative or any person acting for or on behalf of said School District concerning any claim, cause of action, suit, injury or damage arising out of the organization's use of the facilities of said School District.
2. The undersigned must have minimum liability insurance coverage of \$1,000,000 per occurrence and must identify the District as an additional insured under any applicable policy of insurance.
3. Neither the undersigned nor the organization which it represents shall be entitled to contribution or indemnification, or reimbursement for legal fees and/or expenses from the School District for any action, cause, suit, claims or demands brought against the organization arising out of the use of the facilities of the School District.
4. To immediately notify the School District of any conduct or circumstances which bring about an injury to persons or tangible property, describing the injury or damage to tangible property, stating the time and place of the injury or damage to tangible property, stating the time and place the injury or damage occurred, and stating the names of all persons involved.
5. To reimburse the School District for any damages or losses caused by the organization's use of school facilities, and agrees to promptly pay for said damages.
6. To obtain an individual waiver of liability from each participant of any program that involves the use of any facility of the School District if said waiver of liability is required by the School District.
7. In the event the School District shall be required to initiate legal action to enforce any and all terms of this agreement, the undersigned, on behalf of its organization, agrees to reimburse the School District for all legal expenses and costs reasonably incurred.
8. This agreement may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification of discharge is sought.
9. This agreement shall be governed by the laws of the State of Idaho.
10. In the event any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this agreement.
11. To abide by the terms and provisions of the District's Policy regarding Rental/Use of School District Facilities, see entire policy summarized above at <https://www.tfsd.org/school-board/policy-manual/> as well as the previously entered Facilities Use Agreement.

*This agreement shall be binding on the heirs, personal representatives, successors, and assigns of the parties to this agreement.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Idaho.

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School District Official

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Signature of Officer Responsible

Revised 10/10/16  
Revised: 1/8/18

This district may enter into contracts with any city located within the boundaries of the school district for the joint purchase, construction, development, maintenance, and equipping of playgrounds, ball parks, swimming pools, and other recreational facilities upon property owned either by the school district or the city.



Legal Reference: I.C. § 33-601(5)

Policy History:

**Adopted on: 12-08-08**

EMT 1999

**Revised on: 8-11-14**

**See also: 9850P**

The buildings and grounds owned by the district are to be used only for educational purposes or other public purposes as approved by the Board or its authorized representatives.

Any person who comes onto District property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students, or who loiters may be removed. Such persons will be prosecuted to the full extent of the law.

All school visitors must report immediately to the school's administrative office prior to proceeding to any classroom or activity.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent unauthorized persons from entering District grounds or buildings.



**LEGAL REFERENCE:**

Idaho Code Section 33-512(11)

**ADOPTED: 12/08/08**

EMT 1999

**REVISED: 8/11/14**

**See also: 4140, 4300P, 4320, and 9500**