



Providence Hall Charter School

Herriman, UT 84096

Phone: 801.727.8260

providencehall.com

Facility Use Application for Permit

This Application for Permit is not a confirmation of your request.

APPLICATION INFORMATION DETAILS

Renter, Group/Organization	Contact Person
Contact Email Address	Contact Phone
Billing Address, City, State, Zip	

Date(s) and Time(s) of Requested Use (To add additional dates & times use <i>Additional Scheduling Form</i> pg 3.)	Date	Starting Time	Ending Time	=Hours
Hours from Additional Scheduling Form pg 3				
TOTAL HOURS				

Which school are you requesting?	<input type="radio"/> Elementary	<input type="radio"/> Junior High	<input type="radio"/> High School			
What facility are you requesting?	<input type="radio"/> Gym	<input type="radio"/> Gym + Stage	<input type="radio"/> _____ (#of) Classroom(s)	<input type="radio"/> Field	<input type="radio"/> Stage	<input type="radio"/> Cafeteria
What personnel are you requesting?	<input type="radio"/> Supervisor	<input type="radio"/> Maintenance	Comments:			
Special Equipment Requested						
Other Request(s)						

Purpose of Requested Use & Description of Event Planned	
Estimated # of Participants/Attendees	What % of participants/attendees will be under the age of 18?

EVENT SUPERVISORS

Renter must provide two (2) adult supervisors, minimum age 21, who must remain on the premises at all times to supervise event participants and attendees. PHCS may require you to provide additional adult supervisors depending on your event and/or the participants/attendees.

	Printed Name	Contact Phone
1		
2		
Alternate		

CLASSIFICATION

<input type="radio"/> Class 1 PHCS Sponsored Use	<input type="radio"/> Class 2 City/Gov Sponsored Use	<input type="radio"/> Class 3 Charity Entity, Non-Comm Use	<input type="radio"/> Class 4 For Profit, Comm, Non-Profit Buss Use
---	---	---	--

COST ITEMIZED Rate(s) Based on Facility Use Fee Schedule

At the discretion of PHCS, additional personnel, fees, and/or a security deposit may be added. Please see *Facility Use Agreement Form*.

Facility:_____ Cost: \$_____ X _____ hrs = \$_____	Facility:_____ Cost: \$_____ X _____ hrs = \$_____
Facility:_____ Cost: \$_____ X _____ hrs = \$_____	Facility:_____ Cost: \$_____ X _____ hrs = \$_____
Facility:_____ Cost: \$_____ X _____ hrs = \$_____	Facility:_____ Cost: \$_____ X _____ hrs = \$_____
Facility:_____ Cost: \$_____ X _____ hrs = \$_____	Facility:_____ Cost: \$_____ X _____ hrs = \$_____
TOTAL FEE DUE \$_____	

Please make checks payable to Providence Hall Charter School.



Facility Use Application Checklist

- Most recent PHCS Facility Use Application for Permit
Most recent PHCS Facility Use Agreement Form
Indemnity Agreement
Certificate of Liability Insurance (naming PHCS as certificate holder & additional insured)
501(c)(3) IRS Determination Letter for Class IV only
Application and forms must be received by PHCS no less than fourteen (14) business days prior to the requested use.
PHCS may request additional information.
The contact person named on the application will be notified after the permit status is determined. (Denials of use or classification will be given a right of appeal.)

FOR PHCS USE ONLY
Total Rental Fee Due from Application \$ (Review it for accuracy & adjust it as needed.)
Security Deposit Required No Yes \$ (Must be paid in full at time of scheduling.)
Additional Fees Required No Yes \$ For Cleaning Other
TOTAL RENTAL FEE \$
Fee will be paid in full before scheduled use or at the time of scheduled use.
Fee will be paid according to following plan
Are more than the 2 required adult supervisors required? No Yes # (minimum age 21)
Name & Phone
Name & Phone
Name & Phone
Other Notes
Date Received / / Approved Denied
PHCS Rep Approver Signature

The rules, regulations, and guidelines for the use of PHCS facilities have been read and are understood along with all provisions of the application.

Printed Name (must be 21 or older) Signature Date
Renter Organization/Institution Representative
Printed Name Signature Date
Providence Hall Charter School Representative



Facility Use Fee Schedule

<ul style="list-style-type: none"> • See Classification Definitions. • All Rates are PER HOUR. • The fee schedule is for the use of named areas/personnel only and does not include the use of any furnishings, equipment, supplies, materials, or personnel not named in this schedule, unless specified in the <i>Facility Use Agreement Form</i>, and if so may require additional fees or security deposit(s). 				
Description	Class 1	Class 2	Class 3	Class 4
	PHCS Sponsored PHCS PTO Sponsored	Municipalities Tax-Supported Agencies Reg. Political PHCS Emp/Alum	Charitable Non-Commercial Non-Profit Private Special Partnership	Commercial For-Profit
Gym				
• Elementary	• \$0	• \$0	• \$45	• \$90
• Junior High	• \$0	• \$0	• \$70	• \$140
• High School	• \$0	• \$0	• \$70	• \$140
Gym + Stage				
• Elementary	• \$0	• \$0	• \$65	• \$130
• Junior High	• \$0	• \$0	• \$90	• \$180
• High School	• \$0	• \$0	• \$90	• \$180
Classroom (Each)				
• Elementary	• \$0	• \$0	• \$20	• \$40
• Junior High	• \$0	• \$0	• \$20	• \$40
• High School	• \$0	• \$0	• \$20	• \$40
Field				
• Elementary	• \$0	• \$10	• \$20	• \$30
• Junior High	• \$0	• \$10	• \$20	• \$30
• High School	• \$0	• \$10	• \$20	• \$30
Cafeteria (No Kitchen Use)				
• Junior High	• \$0	• \$0	• \$45	• \$90
• High School	• \$0	• \$0	• \$45	• \$90
Personnel (Per Person)				
• Supervisor	• \$0	• \$30	• \$30	• \$30
• Maintenance	• \$0	• \$30	• \$30	• \$30



Facility Use Classification Definitions

<p><u>CLASS 1</u> PHCS Sponsored PHCS PTO Sponsored</p> <p>School and PHCS needs supersede <i>any</i> other use.</p> <p>Class 1 examples include but are not limited to: <u>PHCS sponsored</u> staff & student groups, clubs & organizations, school athletic teams & approved camps/clinics, staff development, community education programs, PTO activities, and summer & out-of-season athletic activities under the direction of PHCS coach/advisor, where participants are not required to pay a fee and participation is limited to the PHCS community.</p>
<p><u>CLASS 2</u> Municipalities & Other Tax-Supported Agencies Registered Political Parties/Officials PHCS Employees/Alumni</p> <p>Class 2 examples include but are not limited to: educational institutions, government entities, & others whose purpose is to provide information and instruction to the general public. Class 2 also includes PHCS employee private events and PHCS alumni events.</p>
<p><u>CLASS 3</u> Charitable or Non-Commercial Organizations from within PHCS Community Non-Profit Private Special Partnerships</p> <p>All Non-Profit Organizations Must Provide 501(c)(3) IRS Determination Letter</p> <p>Class 3 examples include but are not limited to: non-curricular student club use, community, county, & municipal recreation programs, and non-profit events Class 3 also includes private events, such as: family reunions, weddings, dinners, holiday celebrations, etc., and events with groups who have special partnerships with PHCS</p>
<p><u>CLASS 4</u> Commercial Organizations For-Profit</p> <p>Class 4 examples include organizations or any other group that conforms to the below definition, or does not fall within the above Class 1, 2, or 3 definitions. Applies primarily to organizations or groups whose motives, objectives, & operational structure:</p> <ul style="list-style-type: none"> • intend to gain a profit - including non-school sponsored fundraisers • operate primarily on paid personnel; and/or • charge admission and/or other participation fees - the proceeds of which will be spent for other than charitable or welfare purposes



Facility Use Agreement Form

- I. USAGE OF PROVIDENCE HALL CHARTER SCHOOL (PHCS) FACILITY OR PROPERTY (FACILITY)**
- A. PHCS may, at the discretion of the Executive Director or his/her designee (PHCS Rep), allow the use of or rent a Facility to outside parties (Renter) for a program, event, or other such activity (Event).
 - B. No Event shall interfere or conflict with PHCS educational programs.
- II. PROHIBITED IN/ON FACILITIES**
- A. Activities that pose a threat to life and/or property
 - B. Firearms, weapons, highly combustible items, hazardous substances that are not used in the ordinary course of PHCS operations
 - C. Open flames of any kind, candles, fireworks, cigarettes, cigars, pipes, or other smoking device and/or product, or any other potentially dangerous objects
 - D. The possession or use of alcohol, tobacco, and narcotics within 1,000 feet of Facilities
 - E. Any illegal activities or substances
 - F. Activities not specifically listed as “Exclusions” to PHCS’ insurance policies, or other activities determined by the Board of Trustees (Board)
- III. RESTRICTIONS**
- A. No Event use shall be granted to any Renter in such a manner as to constitute a monopoly for the benefit of an organization or individual.
 - B. No privilege of using any Facility for an Event shall be granted for a period of time exceeding one year to any Renter.
 - C. The use of any Facility to any one religious organization may not exceed five (5) separate or consecutive calendar days, or portions thereof, in any fiscal year, unless special approval has been granted by the Executive Director or PHCS Rep.
 - D. PHCS laboratory facilities, computer labs, technology labs, shops, media centers, music labs, science labs, art labs, and any other areas as determined by the Executive Director or PHCS Rep, based on cost and safety liability factors, are non-rentable areas without prior approval, and if approved will require additional rental fees and security deposits.
- IV. SUPERVISION**
- A. A designated PHCS employee may be required to be present during the Renter’s Event and if so the Renter is charged the rate stated in the **Facility Use Fee Schedule**. The PHCS Employee is responsible for:
 - 1. Providing general oversight of the Facility and answering Renter questions.
 - 2. Securing the Facility at the conclusion of the Event.
 - 3. Reporting any Renter/Event violations to the Executive Director or PHCS Rep.
 - B. The Renter must provide two (2) adult supervisors (minimum age 21) to remain at the Facility throughout the entirety of the Event. Depending on the size/make-up of the Renter’s group, the location of the Event, and the type of Event, the Renter may be required to provide additional adult supervisors. The Renter adult supervisors are responsible for:
 - 1. Ensuring all rules, regulations, guidelines, and laws are adhered to by Event attendees.
 - 2. Making sure portions/areas of the Facility are not used/accessed in any way.
 - 3. Fully vacating the Facility as scheduled.
 - 4. Overseeing the cleaning of the Facility at the end of the Event.
 - C. PHCS is not responsible for crowd control or any criminal activity that takes place during the Event.



V. SECURITY DEPOSIT & FEES

- A. Depending on the size/make-up of the Renter's group, the location of the Event, and the type of Event, at the discretion of PHCS, an hourly rate may be added to fees for additional PHCS Employee(s) to be present at the Event (front office secretary, additional maintenance staff, etc.).
- B. At the discretion of PHCS, the Renter may be charged a refundable security deposit of up to \$500.00. PHCS shall determine the amount of the security deposit based on the size of the Renter's group, the location of the Event, and the type of Event.
 - 1. Security deposits shall be paid by the Renter at the time the Event is scheduled and deposited by PHCS at that time (not held until the end of the rental period).
 - 2. Following the rental period, PHCS shall inspect the Facility used by the Renter used for damage and/or excess mess requiring extra cleanup materials/ time.
 - 3. Any custodial clean up beyond and normal wear and tear will be billed at one and half time the regular rate.
 - 4. Extra charges as determined by PHCS will be deducted from the security deposit and the remaining amount shall be refunded to the Renter in the form of a check. PHCS will determine whether the full deposit should be refunded.
 - 5. Should there be no extra charges assessed, the full security deposit amount shall be refunded to the Renter in the form of a check.
- C. PHCS reserves the right to assess additional damage costs, maintenance costs, and/or clean-up costs beyond the security deposit for the replacement, repair, or clean-up cost for any loss, damage, or condition resulting from any wear and tear above normally expected.

VII. OTHER REGULATIONS

- A. The Event start/end time must be inclusive of any set up/take down needed by the Renter.
- B. The Event must terminate by 10:30pm unless special permission is secured in advance from the Executive Director or PHCS Rep in writing prior to the date of the Event or unless stated in the **Facility Use Agreement Form**.
- C. No storage is available at the Facility, and belongings/property of the Renter or Event attendees must be removed from the Facility at the end of the Event.
- D. The Facility must be in the same cleanliness and maintenance condition at the end of the Event as it was prior to the Event, as determined by PHCS.
- E. Renters may not remove, displace, disface, or in any way alter any PHCS property (e.g., furniture, fixtures, lights, thermostats, wall hangings, decorative items) except under the direct supervision of the PHCS Employee.
- F. PHCS reserves the right at its sole discretion to cancel the **Facility Use Agreement Form** at any time with or without cause.
- G. PHCS assumes no liability for personal injury or property damage.

I have read, understand, and agree to everything as outlined in this Facility Use Agreement Form.

_____/_____/_____

Date

Organization/Institution Representative Printed Name

Title

Organization/Institution Representative Signature

Name of Organization/Institution



PHCS Office Use - Facility Use Checklist

Name of Organization/Institution/Individual Name (Renter)

- 1. PHCS Signature Facility Use Application for Permit Received Attach Facility Use Application for Permit to Back of this Checklist
2. PHCS Signature Indemnity Agreement Received Attach Indemnity Agreement to Back of this Checklist
3. PHCS Signature Facility Use Agreement Form Received Attach Facility Use Agreement Form to Back of this Checklist
4. Building Admin Signature Building Admin Reviewed & Approved Event Dates(s)/Time(s) from the attached Facility Use Application for Permit
5. PHCS Signature 501(c)(3) IRS Determination Letter Received or NA Attach copy of 501(c)(3) IRS Determination Letter to Back of this Checklist
6. PHCS Signature Certificate of Liability Received Must name PHCS as an additional named insured. The policy limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. Attach Certificate of Liability to Back of this Checklist
7. PHCS Signature This checklist with everything attached is reviewed and the For PHCS Use Only gray box on the Facility Use Application Documents & Fees Checklist form is completed.
8. PHCS Signature Business Manager Signature A PHCS Employee (and/or other agreed upon PHCS employee has been scheduled to be at the Renter's Event (Paid by the Renter per the Class on the Facility Use Fee Schedule) AND the Business Manager has been notified of the scheduled person's (persons') name(s) and hours for proper compensation.
9. Business Manager Signature An invoice has been created and sent it to the Renter prior to their scheduled Event.
10. Business Manager Signature Security Deposit Received or NA
11. Business Manager Signature Payment Received In Full or Payment Plan Arranged