

## Facility Usage Agreement (ABA)

Revised 1/13/2026

*It is the desire of the Morgan County School District Board of Education to make school facilities available for community use. School functions have priority over other requests. Approvals cannot be granted for meetings that may be in any way prejudicial to the best interest of the school district. Principals may close their buildings for 30 days during the summer months for renovation, cleaning, and maintenance.*

Name of Permittee:	Date of Application:
Address:	Phone:
Email Address:	

Date(s) of Event:

Start/Stop Time:

Facility: ☐ MHS    ☐ MES    ☐ MGES    ☐ MMS    ☐ MGMS

Equipment Requested (if available):

☐ Audio/Visual Equipment   ☐ Chairs   ☐ Internet   ☐ Piano   ☐ Podium   ☐ Tables   ☐ Whiteboard  
☐ Other \_\_\_\_\_

At the principal's discretion, an additional fee may be charged for the use of equipment. It is the user's responsibility to locate, set up, take down, and return any additional tables and chairs. The Morgan High School auditorium has a maximum capacity of 849. Please ensure that you do not surpass this number. If you are worried about your event, you may need a ticketing system, which Morgan High School WILL NOT provide.

### Class I

Examples: MCSD groups, civic groups, PTO, 4-H, boosters, or fundraisers (where all proceeds go to the school or district), Morgan Education Foundation, non-profit community fine arts/education groups, and boy and girl scouts.

### Class II

Examples: family groups, wedding receptions, class reunions, state tax-supported organizations, Morgan [County](#) Recreation teams, local clubs, and competition teams (non profit with at least 75% of participants residing in Morgan County).

### Class III

Examples: Any individual or group making a profit (even if some proceeds are donated back to the school), music/dance recitals/reviews, non-school-sponsored musicals/plays/recitals, private lessons, professional charities, athletic camps, non-local clubs and competition teams (membership less than 75% of participants residing in Morgan County).

"Comp/Club Teams" are defined as any non-profit or for-profit competition team that is not affiliated with Morgan County School District or Morgan County Recreation.

"Local Comp/Club Team" is defined as a comp/club team comprising at least 75% of players residing within the Morgan County School District boundaries.

"Non-Local Comp/Club Team" is defined as one that does not have at least 75% of its players residing within the Morgan School District boundaries.

"Local Comp/Club Teams" shall be classified as a Class II.

"Non-Local Comp/Club Teams" shall be classified as Class III, and it is recommended that the fee for Class III to use the turf not be changed.

### Fee Table

Location per Facility	Class I per Hour	# of Hours	Class II per Hour	# of Hours	Class III per Hour	# of Hours
MHS Auditorium	None		\$25		\$75	
Band/Choir/Classroom	None		\$15		\$50	
Cafeteria or Commons	None		\$15		\$50	
Gyms/Courts	None		\$25		\$75	
MHS Wrestling Room	None		\$15		\$50	
Media Center	None		\$20		\$50	
Fields/Playgrounds	None		\$25		\$50	
MHS Tennis Complex	None		\$25		\$50	
MHS Stadium	None		\$50		\$200	
Trojan Center (Track and Turf)	None		\$50		\$100	
Wilkinson Complex (per Field)	None		\$25		\$50	
Technicians	\$25		\$25		\$25	
Student Technicians	\$16.50		\$16.50		\$16.50	
Light Board Operator (regardless of complexity)	\$16.50		\$16.50		\$16.50	
Spotlight (2 max)	\$16.50		\$16.50		\$16.50	
<b>REQUIRED</b>						
Supervision of Trojan Center (Other facilities TBD by administrator.)	Advisor/Employee		TBD by building administrator		\$25.00	
Open/Lock Facility	\$25 after hours or weekend		\$25 after hours or weekend		\$25 after hours or weekend	
Security Deposit (Refundable provided area is cleaned and restored to its original condition.)	None		\$100		\$100	

Certificate of Insurance	None		None		√	
Equipment Charge(s)	None		Principal's Discretion		Principal's Discretion	
<b>TOTAL:</b>						

#### Documents and Fees

- \_\_\_\_\_ Signed Facilities Usage Application Form
- \_\_\_\_\_ Signed MCSD General Regulations Form
- \_\_\_\_\_ Signed MCSD Indemnity Agreement Form
- \_\_\_\_\_ Certificate of Insurance (if required)

\_\_\_\_\_  
Building Administrator Approval

\_\_\_\_\_  
Date

Total Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

☐ Cash      ☐ Check # \_\_\_\_\_

### Morgan County School District Facility Use General Regulations

The Morgan County School District reserves the right to refuse rental or use of district facilities and equipment at its discretion.

1. The request for district facilities shall not interfere or conflict with district uses.
2. The use of alcohol, tobacco, or illegal drugs in any form will not be permitted in district facilities or on district property.
3. All fees (including security deposit, if applicable) must be submitted with the application. Payments must be made no less than 10 business days before rental. If the school or district levies additional charges, they are due within 10 days of being invoiced.
4. All rental time shall be computed from the time of the requested opening to closing the doors. Closing time shall be the time when all persons associated with the rental have left the building.
5. It is agreed and understood that the permittee and all persons attending the function shall confine themselves to the area and district facilities specified in the Building Rental Agreement. All Building Rental Agreement Permits are for specific facilities and hours. It is the permittee's responsibility to see that unauthorized portions of the properties are not used and the premises are vacated as scheduled.
6. The permittee must provide sufficient supervision, and these individuals will be on the premises during the entire rental period. These supervisors shall be responsible for seeing that participants and those attending adhere to all building rental rules, regulations, and laws; any violations will be reported to the building supervisor. All costs for adequate supervision shall be the responsibility of the permittee. This shall include proper police and fire protection where necessary.

7. If the event is large, extra district personnel may be assigned, and an hourly rate may be added to fees at the discretion of the principal or principal's designee. The auditorium must be restricted to an audience of less than 850. Any neglect to restrict the audience size may result in forfeiture of future rental.
8. A school district representative herein referred to as the building supervisor, assigned by the principal or principal's designee, paid or volunteer, to supervise events must be present in the facility during the permitted event.
9. Additional fees may be levied equal to the actual replacement, repair, or cleanup cost for any loss, damage, or condition resulting from any activity above normal wear and tear. Any custodial cleanup above normal wear and tear may be billed at one and a half times the regular rate.
10. It is expressly agreed and understood that the lessee and all persons attending the function shall fully and strictly comply with all applicable governmental laws and ordinances and all rules and regulations of the Board of Education of the Morgan County School District. Whenever the rules and regulations have been violated, the school may revoke the permit to use the facilities and refuse to consider future Building Rental Agreements.
11. Proof of insurance (when required) in the form of a Certificate of Insurance will be provided. All commercial entities are required to provide a Certificate of Insurance. Neither the district nor the school assumes liability for personal injury or property damage from commercial events. Groups or individuals work directly with an insurance provider to obtain a Certificate of Insurance. Because of action by the Utah Legislature, additional liability and property damage insurance policies are not required for non-commercial events. When building use is requested for these types of activities, the following guidelines will apply: The user will be required to complete the Morgan County School District Building Rental Agreement, the General Regulations form, and the MCSD Indemnity Agreement and must comply with all provisions, except that the user will not be required to provide proof of liability and property damage insurance coverage.
12. The building supervisor will be immediately notified of any conduct or circumstances that bring about an injury to persons or property, describing the injury or damage to property, stating the time and place the injury or damage occurred, and stating the names of all persons involved.
13. Persons or organizations using district facilities, including stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counterweights system, or switchboard, except when under the direct supervision of the designated school employee. When the stage is to be used, full details of equipment and personnel needed must be furnished with the applications.
14. Food and beverages are allowed only in designated areas. Food and beverages are not allowed in classrooms, auditoriums, libraries, computer labs, music rooms, or the Trojan Century Center.
15. Decorations or applications of materials to walls or floors will not be allowed without special permission from the building principal. Any fly systems are strictly prohibited. Products containing glitter or foam are not allowed. The use of water features is not permitted.
16. Applicants will leave chairs, tables, and other equipment in the same position in which they were found. This includes any items moved backstage in the auditorium. Any personal items left in these spaces will be donated after seven (7) days. Furthermore, applicants are required to remove, at their expense, furnishings or garbage left after using

the school facility. Nothing can be drilled, fastened, unattached, or unfastened in the auditorium area; this includes doorways.

17. All functions shall close by 10:00 p.m. unless special permission is secured in advance from the principal or designee.
18. The permit holder and those working with the function must familiarize themselves with the fire exits and location of fire extinguishers. Exits must not be blocked. Chairs and tables should not exceed space limits and should not be placed in aisles or doorways. If extension cords are used, they must not pose a safety hazard that would cause someone to trip or fall.
19. This agreement may not be changed except by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, or discharge is sought.
20. Charitable organizations may ask the principal, superintendent, or board of education for a waiver, fee reduction, or sponsorship.
21. Principals may close their buildings for a period not to exceed 30 days during the summer months for renovation.
22. It is not the responsibility of any Morgan High School Faculty member to design, construct, or share any personal or school props, tools, or set pieces for outside events. ALL outside show décor, set pieces, or props will be provided by the rental party and removed by the rental party within 24 hours after the last performance.
23. Lights are focused and set in a standard grid. Any setting changes to lights must be discussed prior to the event and must be reverted back before the end of your rental.

*I, on behalf of my company/group/organization, have carefully read and understand the foregoing language in this agreement.*

\_\_\_\_\_  
Permittee's Lessee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## **Morgan County School District Indemnity Agreement**

I, the undersigned, on behalf of myself and my company/group/organization, understand that we, the permittee, and all of the permittee's officers, directors, employees, and associates agree to assume full and complete responsibility and liability for any meeting, function or activity conducted on the Morgan County School District facilities pursuant to this Building Rental Agreement and that the Board of Education of the Morgan County School District, and its members, officers, employees, and agents, assume no liability arising out of the rental or use of the district facilities by lessee or by the parties for whom this Building Rental Agreement is made or by any persons attending the function, meeting or activity, nor for any failure of such party or parties to obtain the necessary licenses or permits, nor for any violation of any such party or parties of any applicable laws and ordinances.

We further understand that we, the permittee and all of permittee's officers, directors, employees and associates, undertake and agree to **indemnify and hold the Board of Education of the Morgan County School District, together with its officers, directors, employees, representatives and agents, free and harmless from any and all** losses, claims, liens, demands and causes of action of every kind and character arising in favor of any third party, including governmental agencies or bodies, on account of claims, debts, personal injuries, death or damages to property (including property of the Board of Education of the Morgan County School District), and at the option of the Morgan County School District defend the district and any and all of its board, officers, directors, agents, representatives, employees, assigns, affiliates, and successors in interest from and against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, liabilities or losses of any kind, for death, bodily injury or personal injury to any of my or my group's employees, agents, and volunteers, or damage of destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of any district facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the district's facilities and property.

General Liability Insurance: proof of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar {\$1,000,000} general aggregate limit. Proof of required insurance must clearly show the district as the insured party or as an additional insured on the certificate.

### **Insurance**

- ☐ I shall furnish proof of the following coverage to the district prior to the commencement of the utilization of the facilities and/or property.
- ☐ I am not required to provide insurance coverage due to the nature of my activity as set forth specifically in 11 of the MCSD Building Rental Agreement General Regulations, but I still agree to all terms in this agreement.

## Signatures

*I, for and on behalf of my company/group/organization, have carefully read and understand the contents of the foregoing language of this agreement.*

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Signature

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Date

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Organization

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Title

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Principal's Signature

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Date

## Auditorium Request Form

Please fill out the following auditorium request form for all school and or community uses of the auditorium.

Requested Date(s):

Requested Time(s):

Purpose of auditorium use (assembly, concert, recital, etc.):

Contact in Charge:

Contact Phone:

Contact Email:

Equipment Requested: Please mark the number of items needed.

Microphone \_\_\_\_\_ Podium \_\_\_\_\_

Projector \_\_\_\_\_ Tables \_\_\_\_\_

Lights \_\_\_\_\_ Chairs \_\_\_\_\_

Piano \_\_\_\_\_ Music-stands \_\_\_\_\_

Sound Shells \_\_\_\_\_ Choir Risers \_\_\_\_\_

Stage PWR \_\_\_\_\_ Projector \_\_\_\_\_ With Sound \_\_\_\_\_  
(extension chord) (typically wireless with compatible device)

Wireless handheld microphone (2 max) \_\_\_\_\_  
(additional fee required of \$25 per event, per day, per mic; any loss or damages will be billed accordingly)\*

Wireless microphone body pack (10 max)  
(additional fee required of \$75 per mic for a show run of four (4) days, including dress rehearsals, and an additional cost will be assessed for performance/dress rehearsals beyond that time)

\*The rentee will provide two (2) AA batteries per wireless microphone, per night. Multiple nights may span up to two (2) performances. Batteries must be alkaline (Energizer or Duracell); rechargeable batteries are not acceptable.



Additional Lighting Needs (change focus, plug in equipment, etc.) – Cost based on request; details are needed:

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Other:
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Please note that NO ONE is allowed in the sound booth ~~without our technicians~~. If you require access to the booth, you will need to request technicians. If your event is not school-sponsored, technicians' fees for events are \$16.50/hr. per technician. Technician fees are NOT INCLUDED in the rental fee.

A minimum of two (2) student technicians will be required for ALL auditorium events. For larger productions, such as productions that use the rigging system for large set pieces, music run by a computer, microphone monitoring, etc. more student technicians will be needed. If more help is needed than initially requested, you will be billed for the extra work at \$16.50/hr. per technician.

Student Light Board Operator \_\_\_\_\_

Student Sound Board Operator \_\_\_\_\_

Student Rigging Operator \_\_\_\_\_  
(for any large prop that will  
need to be moved during the  
production)

Student Audio Technician \_\_\_\_\_  
(needed for most large events)

Total number of technicians \_\_\_\_\_