

## **FACILITY RENTAL BILLING TERMS/AGREEMENT**

### **Limitations of Use**

- Groups using the school facilities will conduct activities that are orderly and lawful , not of a nature to induce others to disorder.
- The use of alcoholic beverages in school buildings or on school grounds is prohibited.
- There shall be no smoking or tobacco products in school buildings or on school grounds
- A copy of the city permit may be required for games of chance.
- The use of the building by an outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours.
- Will only be scheduled when all school activities are not scheduled.
- Charges will be assessed at the ultimate discretion of the MCPSD#1 administration the number of staff required for requested events and depending on the area or purpose of the event.
- MCPSD#1 will also determine the amount of damage or cleaning involved with the facility rental and communicate those issues to the users for payment. Any issues involved with the space will be noted prior to the rental.
- Any and all use of the district facilities shall be totally free from lewd and obscene purposes and content.
- Any signage promoting the event shall be limited to informational paper signs temporarily adhered to the doors on the building that may be placed up to 30 minutes prior to the event, and removed immediately following the conclusion of the event. All promotional material naming the district facilities as the location of the event shall include a disclaimer stating that the event is not a school sponsored event, and the school district does not necessarily endorse or approve of the activity, group, or organization or the purposes they represent.
- The district facilities shall only be available for non-school-sponsored activities from 8 a.m. until 10 p.m. Monday through Saturday and from noon until 6 p.m. on Sundays.

- The use of the following items is strictly prohibited within all school buildings: shine sprays, glitter, adhesive sprays, paints, and any similar substances. This list is not all-inclusive and includes any materials of a comparable nature, as determined by applicable standards or discretion.

*School-sponsored activities shall have first priority. All rental events are subject to change based on the needs of school events. Activities sponsored by other local political subdivisions shall have second priority. Please note that, in accordance with our fiscal calendar (July 1 through June 30), advance reservations for rentals pertaining to the upcoming school year shall not be accepted prior to September 15 of the current fiscal year.*

*Programs directly affiliated with the school district are exempt from the fees assigned in Exhibit ABBB-E Facility Rental Request. Watford City Park Board programs are also exempt based on the JPA agreement in place with MCPSD #1 and the WCPD and City of Watford City. The Activities Director or Superintendent has the final determination as to the affiliation with the school district and if a fee is assessed.*

### **Rental Pricing**

*Rental time will be billed in hourly increments. Usage exceeding fifteen (15) minutes beyond the reserved time will be billed as an additional full hour.*

**Theater Rental** – (Max capacity 600) This includes the event coordinator, a tech person for operations, a custodial member, and both dressing rooms *\*Only school personnel are to operate technical items such as lights, sound, etc.*

Monday -Thursday = \$85 per hour

Fri, Sat, Sun = \$105 per hour

**Gym Rental** – This applies to non-student/school district-related activities only and includes the event coordinator and a custodial member.

Monday - Thursday = \$35 per hour

Fri, Sat, Sun = \$55 per hour

**Cafeteria Rental** – Varies based on kitchen utilization and supervision. No kitchen includes the event coordinator and a custodial member. With kitchen will include the same with the addition of a food service supervisor.

No kitchen: Monday - Thursday = \$35 per hour

No kitchen: Fri, Sat, Sun = \$55 per hour

With kitchen: Monday - Thursday = \$55 per hour

With kitchen: Fri, Sat, Sun = \$75 per hour

**Conference Rooms and Classrooms/labs Rental** – (This includes Middle School media center (Max Capacity 200) and Bakken Area Skills Center) *\*Fees are per room and include the event coordinator and a custodial member. If a tech person is needed, this will be an additional charge.*

Monday - Thursday = \$35 per hour

Fri, Sat, Sun = \$55 per hour

McKenzie County Public  
School District #1

Descriptor Code: ABBB-E1

*\*MOU options available for organizations/group utilizing the space five or more times a fiscal year.*

For any questions, concerns, or comments regarding facility rentals, please contact MCPSD #1 District Office in the Middle School Building at 100 Third St NE. We can also be reached at 701-444-3626 Option #5. Monday-Friday 8am-4:30pm.

End of McKenzie County School District #1 Exhibit ABBB-E1  
Adopted: 11/12/2025

### Rental Agreement

Date of Application:

Name of Organization:		Contact Person:	
Contact Phone Number:		Billing Address:	
Contact Email:		Contact Fax Number:	
Building/Rooms to be used:			
Intended use of the building:			
Planned Date of Event:		Start Time (Including set up):	
		End Time (Including clean up):	
Current Staff Member? <input type="checkbox"/> yes <input type="checkbox"/> no		Approximate number of attendees:	

\*Current employees of MCPSD#1 may be subject to facility use fees, as determined on a case-by-case basis. Fees will be assessed in consideration of the nature of the rental, the intended use, and the specific area(s) requested.

I have read and agree to the terms outlined in Policy ABBB-BR: *Limitations of Use*.

Does your event require IT? *(If this is a request for the Theater a Tech is already included)*  yes  no

If yes, does your event require use of the following:

Lighting system

Sound system

Microphone

Other \_\_\_\_\_

Does your Event require any equipment, specific areas, or special requests? \_\_\_\_\_

\_\_\_\_\_

**Rental agreement**

Enter name, group, or organization here.
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hereby agrees to defend, indemnify and hold harmless the McKenzie Co. Public School District No.1 for any claim, demand, suit, loss, cost of expense, or any damage which may asserted, claimed, or recovered against or from the McKenzie Co Public School District No. 1 by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to claim demand, damage, loss, cost of expense, is caused in whole or part by the negligence of McKenzie Co Public School District or by third parties, or by the agents, servants, employees, or factors of any of them.

Signature\_\_\_\_\_Date\_\_\_\_\_

By signing above, I acknowledge that I have fully read, understand, and agree to the Community Use of School Facilities as defined by McKenzie County Public School District #1

We're excited that you chose MCPSD #1 for your rental service needs. Once your rental order is complete and reviewed, we will send out an invoice for your total rental fee and date due if applicable.

End of McKenzie County School District #1 Exhibit ABBB-E2  
Adopted: 11/12/2025