

# Community Use of District Facilities

## Maryville R-II School District

Maryville, Missouri

**The Maryville R-II School District permits the use of district facilities by individuals and groups as defined in policy KG.**

Applicants must supply all information requested on this form before the application can be processed. The completed application must be presented to the appropriate district personnel at least two weeks prior to the date requested for use. Fees, when applicable, must be paid one week prior to the date of requested use.

Date of Application: \_\_\_\_\_

Maryville R-II Personnel:      NO                      YES      *(fees may be waived for district personnel)*

### Group/Individual Information

Name of Group or Individual: \_\_\_\_\_

Group or Individual is:

Governmental

Nonprofit

Other (explain): \_\_\_\_\_

Board policy requires groups to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below: Individuals may sign for themselves if they are at least 21 years old.

Name of Representative/Individual: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Property Needed:

Classroom

Auditorium

Stadium

Athletic Fields

Gymnasium

Playground

Cafeteria

Kitchen Area

Hallway

Library/Media Center

District Site:

Elementary School

Middle School

High School

Tech School

Central Office

Learning Center

Performing Arts Center

Date to reserve building: \_\_\_\_\_ Starting time \_\_\_\_\_ Ending Time \_\_\_\_\_

If this is a long-term request, please indicate start date, end date, times of request, etc.: \_\_\_\_\_

Description and Purpose of Use (Please be specific): \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

**Equipment**

Groups and individuals may use desks, chairs, and tables located in the room or facility designated for the individual's or group's use, but otherwise a permit to use district facilities does not give permission for an individual or group to use district equipment, such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed:

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**Fees**

**Performing Arts Center (PAC) Usage Fees (fees to be paid in advance)**

Fee Description	Fees	# of Hours	Total Cost
PAC rental	\$300/4 hours or fewer, additional hours @ \$50/hour		
Custodial surcharge	\$50 for 4 or fewer hours, additional hours @ \$15/hour		
Advance deposit required	\$300 refundable deposit – Needs to be a separate check from rental fee. Will be held and returned if no issues.		
School-day temperatures	\$10/hour - Maryville R-II has an ongoing energy conservation program. All HVAC units are scheduled for conservative temperatures when school is not in session. Add fee for school day temperatures.		

**Facilities (not including PAC) Usage Fees (fees to be paid in advance)**

Available Spaces	Fees	# of Hours	Total Cost
Classrooms	\$50/4 hours or fewer, additional hours @ \$10/hour	# rooms: # hours:	
Cafeteria/Commons	\$100/4 hours or fewer, additional hours @ \$10/hour		
Gyms, Stadiums & Athletic Fields	\$100/4 hours or fewer, additional hours @ \$10/hour		
Kitchens	\$100/4 hours or fewer, additional hours @ \$10/hour		
<i>(With kitchen rental when preparing/serving food, charge for required food service worker is \$15/hour.)</i>			
Multi-Purpose Athletic Building	\$100/4 hours or fewer, additional hours @ \$10/hour		
Custodial surcharge if deemed necessary	\$50/4 hours or fewer, additional hours @ \$15/hour		
School-day temperatures	\$10/hour - Maryville R-II has an ongoing energy conservation program. All HVAC units are scheduled for conservative temperatures when school is not in session. Add fee for school day temperatures.		

**Total Fee Amount Due**

(checks payable to Maryville R-II School District)

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**Signature**

I agree to pay the applicable fee(s) for the use of district facilities including, but not limited to, any required security deposits, personnel costs, equipment rental fees and insurance costs.

I understand that district equipment cannot be removed from district property. I agree to exercised care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I agree to reimburse the district for the repair or replacement of the equipment at the District's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

**Fees and Required Deposits:**

\$ \_\_\_\_\_ Facility Use Fee  
\$ \_\_\_\_\_ Equipment Use Fee  
\$ \_\_\_\_\_ Personnel Costs  
\$ \_\_\_\_\_ Total Fee Due  
\$ \_\_\_\_\_ Security Deposit Required to Hold Date

\_\_\_\_\_  
Signature of Individual or Group Representative

\_\_\_\_\_  
Date

**For Office Use Only**

Request	Date Received: Received by:	Approved                      Denied	
Hold Harmless	Date Received: Received by:	Student Hold Harmless	YES                      NO
Liability Insurance	Date Received: Received by:	Fees	Date Received: Received by:
Maintenance	Date Notified:	Person Notified:	Date Paperwork Sent:
Central Office	Date Notified:	Person Notified	Date Paperwork/Fees Sent:

**Maryville R-II School District  
Hold Harmless Agreement**

Date \_\_\_\_\_

We \_\_\_\_\_,  
(Name of individual or group)

located at \_\_\_\_\_,  
(Address)

agree to:

Protect, indemnify, save and keep harmless Maryville R-II School District, Maryville schools and all district agents against and from any and all loss, cost, damage, or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever and will protect, indemnify, save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during a period commencing \_\_\_\_\_ (beginning date of activity) at the premise of Maryville R-II School District \_\_\_\_\_ (building).

I have a procedure in place which notifies parents of children in my activity that (1) parents are responsible for children and any accident which may occur as a result of this program, and (2) the parent may not hold the school district responsible for any loss that may result from them participating or allowing their child(ren) to participate in this program. *(\*documentation is required)*

By: \_\_\_\_\_

Title: \_\_\_\_\_

A Hold Harmless Agreement is required for each Building Use Request Form. Attach this completed form to the completed Building Use Request Form and submit to building administration.

*\*Documentation received:*      YES                      NO



