Necessary Steps for Application Process

☐ 1 Complete the attached application for Use of Premises.

a. Provide requested information.
b. Determine the **Group** as described in the Facility Use Procedures (KG-AP).
c. Select requested building and facilities to be rented.
d. Select additional support. (Equipment or Staff)
e. Select dates and times of requested rental.

☐ 2 Provide evidence of insurance.

☐ 3 Return documents to the Building Level secretary for processing.

2022-2023 APPLICATION FOR USE OF FOX C-6 SCHOOL DISTRICT PREMISES
Time period covers from July 1, 2022 to June 30, 2023

Today's Date: _____

Return this form to the school secretary for building and field rentals.

Please read Facility Use Procedures, Rules and Regulations before completely filling out application.

1. Organizational Nam_____ ☐ Profit ☐ Non-Profit Organization
   Organization Type _____
   Address: _____ Phone: _____
2. Name of School to be Rented: _____
   Indoor/outdoor facilities being rented _____
   Room #: _____ Other Equipment: _____
   Estimated Support Staff _____
   Estimated Support Staff _____
3. Is Wireless Log On Information needed? _____
4. Provide the number of participants residing within the Distric_____ Total Participants _____ Age Range _____
5. Dates Requested: (Exact Schedule must be given) _____
6. Purpose: (Meeting, Dance, Game, Practice Tournament etc.) _____
7. Rental Hours Neede Entry to Building: _____ AM/PM
   Leaving Building: _____ AM/PM

Costs to be evaluated and determined by School District designee and returned with acceptance or denial based priority, availability and order of request.

Make check payable to: Fox C-6 School District and remit to the School secretary for School and Field Rentals.

*Attach Proof of Insurance listing Fox C-6 School District with the above address as an additional certificate holder and additional insured on the policy. * Attach an enrollment form of the group or team using facility.

Legal Responsibility:
The undersigned, as the authorized representative of the organization or individual{s) hereinafter referred to as"lndemnitor"to whom permission is granted to use the school premises herein mentioned for such organization or individual(s) agree(s) that they will indemnify and hold harmless the Fox C6 School District from any loss, damage, costs, charges or expenses, whether to persons or property, to which the Fox C6 School District may be put by reason of any action, neglect, omission, or default on the part of the lndemnitor or any person using the school grounds pursuant to authority granted to Indemnitor. In case any suit shall be brought against the Fox C6 School District on account of any act, action, neglect or omission or default of the lndemnitor or any of its members, agents, employees, or permittees the Indemnitor hereby covenants and agrees to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments entered against the Fox C6 School District. The lndemnitor agrees to release the Fox C6 School District from any liability of any kind or nature in any right, cause of action, or claim of any kind or nature whatsoever which may hereafter accrue to the Indemnitor, its employees or its agents by virtue of the use of the school premises, except for rights or causes of action, claims or damages resulting solely from the negligent condition of the real estate premises of the Fox C6 School District. The person whose signature appears below represents by his signature that he is authorized to execute this indemnification on behalf of the Indemnitor. Any pronoun used to describe the Indemnitor, whether it be masculine, feminine or neither, singular or plural, is considered appropriate and will be interpreted so as to fit the persons) or organizations so modified.

Person responsible:

_____
Signature

Printed Name:

Address

City State Zip

Phone Number Email Address

Facility Use - General Instructions

The process for requesting use of school facilities begins by contacting the Facility Contact (Principal, Athletic Director or designee) for the desired school location.

1. The Facility Contact will meet with the applicant and determine the "user group category", complete the application, cost estimate, and request evidence of liability insurance coverage for the event.

2. An estimate is completed to include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc.), and additional equipment costs based on the user group category.

3. Applicant signs-off on application, rules and regulations.

4. The Facility Contact submits completed cost estimate and application form to the school principal for building approval/disapproval; and then submits the completed cost estimate and application form to the Business Office for district approval/disapproval.

5. Long term rental requests are coordinated as above but also require approval from the Board of Education. Long term use requests are recurring or ongoing events held on a consistent basis over a period of time exceeding 100 days.

6. If the application requests use of kitchen facilities, please note that Food Service staff are required to work the equipment and be present at the event when kitchen facilities are utilized.

7. Application agreements must be received, signed, and submitted, along with Certificate of Liability Insurance ten (10) or more business days prior to the event.

8. Payment of invoice charges covering anticipated expenses for the event is due to the Facility Contact in advance of the event.

9. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, etc. for the event are to be remitted within ten (10) business days after the event.

10. A Facility Use Permit will be issued by the Business Office when all parties are in agreement with the proposed terms according to this procedure.

Facility Use – Required Insurance Coverage

All non-school district groups using school district facilities must provide evidence of liability insurance with limits of coverage listed below.

- Meetings of PTA/PTO and officially sponsored school groups/clubs do not need a Certificate of Insurance.
- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of school district facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section insures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

> *All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than $1,000,000 per occurrence and $2,000,000 annual aggregate and fire legal property liability, and $100,000 for property damage with no deductible, with an insurance company authorized to do business in Missouri, naming the school district as an additional insured.*

A copy of the certificate or statement must be forwarded to the Business Office ten (10) or more business days prior to the event.

Fox C-6 School District must be named by the Certificate Holder at this address: 745 Jeffco Blvd., Arnold, MO 63010

Obtaining Liability Insurance Coverage

- Entities that do not have a current policy may contact the insurance company of their choice.

Facility Use – User Group Categories

User Groups are listed in order of priority. That is, an organization classified as a User Group 1 applicant will be given priority over an organization classified as a User Group 2 applicant. The types of fees assessed for each group are also listed.

Fee Assignments:

Priority	Personnel	Cost Recovery	Rental	Equipment Use
Group 1	X			
Group 2	Fees per contract.			
Group 3	X	X		X
Group 4	X	X		X
Group 5	X		X	X
Group 6	X		X	X

User Group 1 – School Based Activities (Priority 1 Scheduling) User Group 1 includes school supported organizations serving the students, parents, and teachers of Fox C-6 Schools. School support organizations such as PTA/PTO, boosters, school sponsored activities and clubs shall be provided the use of school facilities at no cost and must be coordinated through the school principal or designee.

For Group I use, the principal or staff member designee will be responsible for the school facility. If an event requires custodial, security, or other personnel support services, suitable arrangements must be made for compensation in accordance with Fox C-6 payment procedures.

Fees: Personnel Services and Benefits as applicable

User Group 2 – School Partnerships (Priority 2 Scheduling) User Group 2 includes entities that have a signed, current facility use agreement with the District.

Fees: Based on current contract language on file with Fox C-6.

User Group 3 –Government & Community Agencies (Priority 3 Scheduling)
User Group 3 includes government, tax supported community agencies, charitable organizations having no religious or political affiliation, civic clubs and neighborhood based groups located within Fox C-6 boundaries such as homeowner associations for the purpose conducting meetings not more than two hours in duration.

Allowable activities of longer duration: elections and cultural productions.

Fees: Personnel Services as applicable

User Group 4 – Youth Programs (Priority 4 Scheduling)
User Group 4 includes non-profit youth clubs and organizations, non-profit youth athletic leagues. Non-profit youth clubs and organizations are defined as solely youth-oriented group for participants who have not attained 18 years of age. Non-profit organizations are entities that are exempt from paying income taxes.

Fees: Cost Recovery Fee, Personnel Services as applicable, Equipment Use Fees

User Group 5 –Private Interest or Non-Governmental Entities (Priority 5 Scheduling)
User Group 5 includes activities not otherwise classified, including cultural organizations, religious organizations, political organizations and other athletic leagues.

Fees: Rental Fees, Personnel Services as applicable, Equipment Use Fees

User Group 6 –For-Profit, Commercial Entities (Priority 6 Scheduling)
User Group 6 includes commercial for-profit activities.

Fees: Rental Fees, Personnel Services as applicable, Equipment Use Fees

Facility Use – Fees

Cost Recovery Fees
User Group 3 (Governmental and Community Agencies) and User Group 4 (Youth Programs) will pay cost recovery fees to offset the cost of utilities, general maintenance, and upkeep of the facility.

Rental Fees: Non-Commercial
User Group 5 (Private Interest and Non-Profit) will pay rental fees for the use of district facilities.

Rental Fees: Commercial
User Group 6 (Private Interest and Non-governmental) will pay rental fees for the use of district facilities.

Equipment Use Fees
User Groups 2 through 6 may incur equipment use fees relating to use of district property.

Athletic Scoreboard/Gym Clock	$20/event
Turf lights	$35/hr
A/V Screen	$25/event
Microphone	$15/event
P.A. System	$40/event
Portable Sound System	$20/event
Multimedia Projectors	$25/event
Piano	$35/event
Grand Piano	$55/event
Piano Tuning	$100/event
Risers (per set)	$30/event
Spotlight	$25/event
Stage Lights	$10/hr.

Event Staffing Fees
Listed are estimated hourly wage expenses (including benefits) that may be incurred for event staffing. Actual expense will be included on the final event invoice. Overtime rates may apply.

ESTIMATED RATES WITH BENEFITS (Overtime rates are 50% greater)	
Clerical	$25/hr
Custodian	$25/hr weekday & $37.50/hr weekend
Facility Supervision	$35/hr
Technology/Video	$35/hr
School Food Service	$25/hr
Uniformed Security (Police)	$40/hr

Facility Use – Fee Chart – Indoor Facilities

(Hourly rates except as indicated)

	Groups 3 & 4	Group 5	Group 6
Rickman Auditorium			
Standard 8-hour use	$1,000	$2,500	$3,500
Additional 5-hour use	$ 600	$1,500	$2,200
Excess hours	$ 120	$ 300	$ 425
Fox C-6 Conference Center			
Weekday use (hourly)	No Charge	$40	$50
Weekend use (hourly)	$40	$80	$100
Cafeteria (without kitchen/with kitchen)			
Weekday use (hourly)	No Charge/$15	$30/$45	$50/$75
Weekend use (hourly)	$20/$30	$60/$90	$100/$150
Classrooms			
Weekday use (hourly)	No Charge	$10	$15
Weekend use – not available			
Gymnasiums – Practice Only			
Weekday use (hourly)	No Charge	$45	$75
Weekend use (hourly)	$15	$90	$150
Gymnasiums - Tournaments			
Weekday use (hourly)	$15	$75	$125
Weekend use (hourly)	$20	$150	$250
Media Center			
Weekday use (hourly)	No Charge	$30	$50
Weekend use (hourly)	$20	$60	$100
Multipurpose Room			
Weekday use (hourly)	No Charge	$30	$50
Weekend use (hourly)	$20	$60	$100

Facility Use – Fee Chart – Outdoor Facilities

(Hourly rates except as indicated)

	Groups 3 & 4	Group 5	Group 6 Grass
Practice Fields			
Weekday use (hourly)	No Charge	$25	$40
Weekend use (hourly)	$10	$50	$80
Synthetic Turf Baseball/Softball Fields – Practice Only			
Weekday use (hourly)	$10	$45	$75
Weekend use (hourly)	$20	$90	$150
Synthetic Turf Baseball/Softball Fields – Games/Tournaments			
Weekday use (hourly)	$15	$75	$125
Weekend use (hourly)	$25	$150	$250
Synthetic Turf Football/Soccer Fields – Practice Only			
Weekday use (hourly)	$10	$45	$75
Weekend use (hourly)	$20	$90	$150
Synthetic Turf Football/Soccer Fields – Games/Tournaments			
Weekday use (hourly)	$15	$75	$125
Weekend use (hourly)	$25	$150	$250
Track –Tournaments			
Weekday use (hourly)	$15	$75	$125
Weekend use (hourly)	$25	$150	$250

Facility Use – Terms & Conditions

Supervision
An authorized custodian is required to be on duty during the use of any school facility. A building supervisor may be required if deemed necessary by the principal or athletic director. Use of outdoor facilities may require supervision by a Fox C-6 employee. Additional personnel may be required depending on the nature event.

Custodial Services
The Facility Contact or building principal will make necessary arrangements for custodial services. Custodial services include opening and closing the building and normal cleanup. Custodians will assist with basic setup such as arrangement of tables and chairs. Custodians are not required to help load/unload equipment or supplies for the event, nor setup audio visual equipment.

Specialized Equipment
Use of the school facilities does not include the use of school equipment unless specifically permitted. Special school equipment (stage equipment, athletic equipment, etc.) will require the use of school employees, or personnel contracted by the District, trained on the proper use of said district equipment. Equipment rental fees will apply.

Time Restraints
Unless special arrangements have been made, evening affairs are to end by 10:00 p.m., meaning completely vacating the facilities. Other time constraints shall be per the terms of the permit or contract.

Kitchen Use
Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present and operate the equipment. The costs of this service will be added to the rental fee.

Gymnasiums
- Acceptable sports for gym use include: basketball, volleyball and wrestling.
- Acceptable practice events for gym use include: running, throwing/catching balls; but do not include batting balls unless within a batting cage.
- Proper athletic shoes that will not scuff or mark the playing floor must be worn.
- For non-athletic activities an acceptable floor cover must be approved.

Rickman Auditorium
Standard arrangements are based upon up to eight (8) hours of use, which includes set-up, rehearsal and performance(s). Time in excess of eight (8) hours will result in additional charges. Pricing includes personnel services for cleaning, operation of sound and lighting systems, and utilities. Security services are available at additional cost. Other conditions apply as described in the use permit.

Liability
The person and/or organization assume responsibility for orderly and careful use of the school facilities. The applicant assumes liability for any damage or loss of property that may occur. Applicants will hold Fox C-6 Schools harmless for claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group will be required to furnish a bond or certificate of insurance to indemnify the group and the district against any and all suits for injury or loss sustained by attendance at the function.

Religious and Cultural Organizations
Religious and political organizations may be granted use of school facilities. No religious organization will be discriminated against in its request for facility use.

Long-Term Use
Long term use requests are recurring or ongoing events held on a consistent basis over a period of time. All contracts/permits for long-term use of district facilities (churches, club use of athletic facilities) expire June 30. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/permit termination to the Fox C-6 Business Office.

To establish the initial long-term use, groups must abide by the following:
1. Meet with Facility Contact and complete application to establish availability of location, determine fee estimate, and obtain principal approval.
2. Meet with Business Office to execute a contract. All contracts are based on annual renewal date of June 30th.

Fee Schedule for Long-Term Use
Facility use fees for religious or cultural organizations with an approved long-term agreement will be assessed as follows:
- First year term will be calculated under the non-commercial fee schedule.
- Second year term, the organization must provide documented evidence showing effort to acquire other facilities. Documentation must be presented to the Business Office at time of renewal.

- Applications exceeding two years will be considered utilizing the District's commercial fee schedule.
- Only one religious or cultural organization may have a contract for ongoing use of any individual school on any given day of the week.
- Any additional use facilities outside of the contract agreement will require approval through the application process.
- Renewals will not be approved if the organization has delinquent charges.

Permit Application

The granting of a permit application for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit application; (i.e., permitted use of a gymnasium does not include use of locker rooms or concession stand without specific inclusion in the permit application). Nor does the permit application include any other time or times outside of times indicated on the permit application; (i.e., event setup preparation or rehearsals).

Cancellation by User

A permit/contract is not transferable. If the event is to be cancelled, the applicant is to notify the Business Office at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received, less $20 application fee, will be made. **Applicants not providing 48 hours notification of cancellation will forfeit all fees paid.**

Cancellation by District

The District reserves the right to cancel an event due to emergency situations, such as power outages, flooding, severe or inclement weather, or other hazardous conditions. In turn, the District will either reschedule the event or refund any fees.

Violations

- Violation by a permit/contract holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future.
- Permits/contracts are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
- A permit/contract is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board of Education. Upon notice by a duly authorized agent of the District, such activity shall cease.
- The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Limitations of Use

Any violation of these rules will prohibit the applicant future use.

- The Board of Education and District authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The Board of Education is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when the Board deems it necessary or is in the public interest.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, color or any other protected class.
- No school facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
- No group that limits membership in, or attendance at, its activities on a basis of race, creed, color or any other protected class shall be allowed to use the school buildings or grounds.
- No alcoholic beverages or smoking will be permitted at any time either inside the facility or on school district property, owned or leased. Violation of this rule will prohibit future use.
- A group may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for the group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear.
- Unless specific approval is granted, live animals are prohibited unless they are service animals allowed by law.
- Groups are not allowed to use district facilities for storage.

Additional Approval

Additional approval and information is required by the Business Office when the use is considered:

- A non-school event that sells tickets, conducts raffles, accepts admission donations, charges a fee of any sort, and/or results in monetary gain.
- A fundraising event whereby less than 100% of the funds collected are a direct benefit to the school

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SELECT AN ORGANIZATION TYPE TO PROVIDE THE ASSOCIATED RENTAL RATES