



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY  
Transform the Life of Every Student Every Day!

## **Building Use Permit Packet 2023-2024**

Office of Operations 314-290-4044

The attached documents define the procedure for building use and provide necessary forms that must be completed when using buildings within the School District of University City.

This packet consists of the following:

1. Administrative Procedure KG-AP1 – Community use of District Facilities
2. Use of Building Permit
3. Facility Rental Fee Rate Schedule
4. Agreement to Indemnify and Hold Harmless- Group or Organization
5. Agreement to Indemnify and Hold Harmless- Athletic Teams and Organizations

Administrative procedure KG-AP1 specifies the requirements and procedures for building use. The Use of Building Permit must be completed in its entirety. The Facility Rental Fee Rate Schedule states the fees that will be charged for building use based on the classifications defined in KG-AP1. The Agreement to Indemnify and Hold Harmless or a Certificate of Insurance will be required for building use. The Office of Operations will determine and communicate whether an applicant for building use will need to provide a Certificate of Insurance or the Agreement to Indemnify and Hold Harmless.

As stated in Administrative procedure KG-AP1, no Use of Building Permit is approved until all paperwork has been submitted to the Office of Operations and all applicable fees have been paid. If you have any questions regarding building use procedures, please call the Office of Operations at (314) 290-4044.

## COMMUNITY USE OF DISTRICT FACILITIES

### Use of Buildings

In accordance with the law, facilities may be used for open discussion of public questions and subjects of general public interest, for meeting or organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the superintendent or his or her designee.

### Application for Use

Any individual, group, school or non-school organization wishing to use any of the district facilities, grounds or equipment must submit an application on a form developed for such purpose, which shall be identified as "Use of Building Permit". The building principal or their designee will review and provide initial approval of facility use. School activities shall always have priority over non-school activities. The Use of Building Permit is then forwarded to the Office of Operations for final review, rental fee assessment if applicable, verification of certificate of insurance or Hold Harmless Agreement, and approval. In no case shall verbal commitments for facilities use be considered in any way binding upon the district. Upon final approval, the Use of Building Permit will serve as the permit and must be made available for review upon request by district staff during facility use. Groups failing to produce this permit will be asked to leave the premises immediately.

The sponsor must be present and supervising the group throughout the entire time the group is in the building. All youth groups must be sponsored. No member of any youth group will be admitted into the building prior to the arrival of the sponsor/agent.

Use of district facilities is limited to the facilities requested by the user at time of application and may not be modified without previous approval by the district. No portion of the facilities may be used by any group after 11:30 p.m. without prior approval from the Office of Operations. Use of the facilities must be kept within the hours specified on the approved permit. Use of facilities that occurs on weekends will result in the assessment of hourly custodial charges.

The School District of University City reserves the right to cancel a reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with this agreement or the facility is needed for school activities. The School District of University City also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided. As outlined on the Use of Building Permit, The district shall be held harmless for liability incurred by the group while using school owned buildings, grounds or equipment.

When the superintendent has declared the schools closed because of inclement weather or an emergency condition, all district facilities and fields will typically be closed to outside activity. If inclement weather does not force the closing of schools but has adversely affected the conditions of facilities or fields, the district has the right to close said facilities or fields to ensure their ongoing usability. It is the responsibility of the user group to confirm facility or field status prior to usage. If a facility is closed due to inclement weather, the user group will not be charged for usage. Failure to abide by the inclement weather policy may result in the future privilege of use being revoked.

### Facility Rental Fees

Any individual or group requesting use of district facilities will be charged fees in accordance with the rate schedule, unless otherwise approved by the superintendent or his or her designee. User groups have been divided into three classifications. The three classifications are listed in priority order for use of district facilities and fees are determined based on the classification of the group. The classifications are:

1. Building academic, co-curricular, student/staff activities that are administered within and by the district, a school or its student body, Special School District, PTO, booster groups, YWCA programs, Girl Scouts, Boy Scouts, School District labor organizations (UCFT and UCEA) and University City alumni groups or associations.
2. Non-profit groups and businesses or individual activities not administered by the District, including but not limited to:
  - a. Club Sports with a minimum of 51% of participants residing in the School District
  - b. Junior Programs with a minimum of 51% of participants residing in the School District
  - c. Non-profit sports teams and community athletic associations with a minimum of 51% of participants residing in the School District
  - d. Public hearings and/or public forums of tax-supported political subdivisions located within the School District
  - e. Community-based groups, including sectarian and political, with a minimum of 51% of members or participants residing in the School District
  - f. School District personnel requesting use of district facilities
3. Non-profit groups not meeting the requirements for classification 2 stated above and for-profit groups

The Office of Operations reserves the right to request a roster including addresses to verify that the group or organization meets the participant residency requirements to achieve classification 2 stated above. If it is determined that a group or organization has misrepresented its roster to achieve classification 2 above, the School District reserves the right to deny any facility use requested by the group or organization

The facility rental fees for classifications 1, 2 and 3 are defined by the rate schedule which is adjusted and approved by the Board of Education on an annual basis.

No use of equipment shall be granted without prior approval from the School District. Equipment usage is subject to availability and charges for use of the equipment may be applicable. If School District personnel are required to operate equipment, personnel fees will apply.

School District employees requesting use of facilities for non-district administered activities are subject to rental fees and personnel charges unless waived by the Superintendent or his or her designee.

Upon final approval of the Use of Building Permit, a summary of charges will be forwarded to the organization or individual (if applicable) with a copy of the approved permit. Unless otherwise approved by the Office of Operations, the summary of charges must be paid in full no later than 24 hours prior to building use. If Certificate of Insurance or Hold Harmless Agreement has not been submitted 24 hours prior to the building use, the permit will not be valid. No group or organization delinquent in payment for use of a building will be approved for subsequent use of facilities.

Cancellation of the use permit by the group or organization will result in a refund of fees and charges if notification is provided at least two weeks prior to the event. Cancellation by the School District due to inclement weather or a building emergency will result in a refund of fees and charges.

See form KG-AF

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*Note: The reader is encouraged to review policies and /or forms for related information in this administrative area.*

Implemented: 03/01/2015

School District of University City, University City, Missouri

# USE OF BUILDING PERMIT

*Printed and signed applications must be in office of Operations TWO WEEKS prior to first date requested.*

Name and Address of Organization: \_\_\_\_\_

Date Submitted \_\_\_\_\_

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

**All organizations using school buildings for non-school sponsored special events must provide a Certificate of Insurance or Hold Harmless Agreement 24-hours prior to any scheduled event.**

**State Space Desired:** Building: \_\_\_\_\_ Room #: \_\_\_\_\_  Layout attached

**Date:** \_\_\_\_\_ **Hours:** From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.  Details attached

**Purpose for which building or grounds are to be used:** *(attach additional page if needed)* \_\_\_\_\_

**Equipment Needs:**  Table # \_\_\_\_\_  Chairs # \_\_\_\_\_  Sound System  Space/Dressing Room

**Other Needs:** \_\_\_\_\_ *(Confirmation will verify availability.)*

**Additional:**  Custodian;  Security;  Sound/Lighting Tech. *(Charges defined on rate schedule.)*

**Expected Attendance:** \_\_\_\_\_ **Admission Charge:** \$ \_\_\_\_\_

If admission is to be charged, please state the purpose for which the funds are to be used: \_\_\_\_\_

**Refreshments/Food being served?**  YES  NO *(Confirmation will verify approval.)*

**An approved copy of this permit must be presented to the custodian on duty to gain access to the facility on the dates scheduled. All organizations using school buildings must limit their time to the hours stated on this application. Custodians are required to report any infractions.**

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I/We have read the University City Board of Education policy for the use of school facilities. I/We agree to abide by the terms and to be responsible for payment of all fees and damages to property, not including ordinary wear and tear. It is agreed that the Board and School District of University City are held harmless in case of personal injury incurred during the rental by members of this organization. Early notification of cancellations will be appreciated.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Name, Address and Phone Number of Person in Charge:**

Contact Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Phone (Cell) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

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**THIS SPACE FOR OFFICE USE ONLY**

\_\_\_\_\_  
*Building Principal* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Executive Director of Operations* \_\_\_\_\_ *Date*

**Payable in Advance (24 hours prior to event)**

Building Charge \$ \_\_\_\_\_

Insurance Certification  Hold Harmless Agreement

Cost Sheet:  IS attached /  IS NOT attached

## USE OF BUILDING APPLICATION PROCEDURES

Use of Building Permits are available electronically or in hard copy. Either format MUST be submitted to the administration of the requested facility in print version with original authorizing signature in a timely manner allowing the building administrator's approval and submission to the office of Operations for final approval a minimum of two (2) weeks prior to the first date requested.

**School kitchens may only be used by authorized Food & Nutrition Services employees.**

**An approved copy of the Building Use Permit MUST be presented to the custodian on duty to gain access to the facility on date scheduled.**

1. **NO PUBLIC USE WITHOUT PERMISSION.** In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for other such civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the University City Board of Education. Applications for the use of the premises shall be made in writing and shall state the date and purpose of the use, and, if an admission charge is to be made, the purpose of raising said funds and other such information as the Board of Education or the Superintendent may require. Parent/teacher organizations, Scout, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building to hold meetings or entertainments or meet on other than the regular meeting night unless written application is made for use of same as provided above.

No charge will be made for any "strictly school" activities or for regular meetings of the PTO or executive council of the PTO. No charge will be made to Scouts and similar organizations so long as no additional cost is incurred in bringing out persons who would not normally be on duty and if no extra work is incurred in setting up chairs, equipment, etc.

The use of the school buildings on Saturday and Sunday should be limited. However, when the buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge should be made.

2. **PERMISSION** must be received to serve refreshments.
3. **CANCELLATION OF APPLICATION:** Any cancellation of reserved dates must be made in writing at least twenty-four (24) hours before the date on which meetings are scheduled. The Board of Education reserves the right to cancel any arrangements for use of buildings upon due notice in advance.
4. **RENTAL CHARGE PAYMENT:** Unless otherwise approved by the Office of Operations, the summary of charges must be paid in full no later than 24 hours prior to building use.
5. **SALE, CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES, TOBACCO OR ILLEGAL DRUGS** shall not be permitted on school district premises at any time. Nor shall any person who is under the influence of liquor or other drugs be permitted on school district premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
6. **ANY DAMAGE OR BREAKAGE** occurring to any building or grounds on account of the activities of an organization using it as a meeting place shall be paid for by the organization.

No use of apparatus or equipment shall be granted unless an instructor or attendant, approved by the Board of Education, shall be in charge of the rooms or equipment.

No activity shall be permitted that might endanger the buildings or the persons attending and no moving picture machines or any other apparatus or equipment shall be brought into the school buildings without complying with the Fire Insurance Underwriter's requirements.

School District of University City Facility Rental Fee Rate Schedule 2023-2024 School Year

Facility & Capacity	Rental Fee by Classification		
	1	2	3
HS Auditorium-1,600 capacity	No Charge	\$44/hr	\$84/hr
HS Small Auditorium- 290 capacity	No Charge	\$19/hr	\$31/hr
HS Cafeteria- 250 capacity	No Charge	\$16/hr	\$27/hr
HS Library- 150 capacity	No Charge	\$22/hr	\$31/hr
HS Classroom- 28 capacity	No Charge	\$11/hr	\$20/hr
HS Main Gym- 700 capacity	No Charge	\$38/hr	\$63/hr
HS Small Gym- limited seating available	No Charge	\$21/hr	\$30/hr
HS Football Stadium- 5,000 capacity	No Charge	\$28/hr	\$40/hr
Natorium- per lane	No Charge	\$10/hr	\$14/hr
BW Main Gym- 600 capacity	No Charge	\$32/hr	\$48/hr
BW Small Gym- no seating available	No Charge	\$20/hr	\$32/hr
BW Cafeteria- 200 capacity	No Charge	\$16/hr	\$27/hr
BW Small Auditorium- 100 capacity	No Charge	\$13/hr	\$21/hr
BW Library/Media Center- 50 capacity	No Charge	\$21/hr	\$29/hr
BW Classroom- 28 capacity	No Charge	\$10/hr	\$16/hr
BW Field	No Charge	\$16/hr	\$20/hr
Elementary Gym	No Charge	\$18/hr	\$28/hr
Elementary Cafeteria	No Charge	\$13/hr	\$25/hr
Elementary Classroom-28 capacity	No Charge	\$10/hr	\$16/hr
Elementary Library- 30 capacity	No Charge	\$12/hr	\$18/hr
Julia Goldstein Multi-Purpose Room	No Charge	\$25/hr	\$37/hr
Tables/Chairs Set-up- flat rate	No Charge	\$20	\$30

Personnel fees will be assessed at the following rates as assessed by the Office of Operations as needed to supervise use of the facility and perform custodial services:

	Rate
Custodian	\$34/hr
Security	\$50/hr
Sound/Light Technician	\$60/hr

No use of equipment shall be granted without prior approval from the school district. Equipment usage is subject to availability and charges for use of the equipment may be applicable. If school district personnel are required to operate equipment, personnel fees will apply.



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**The School District of University City**  
**AGREEMENT TO IDEMNIFY AND HOLD HARMLESS**

Group or Organization

This agreement to indemnify and hold harmless is for a group or organization wanting to use District facilities multiple times.

We, \_\_\_\_\_ covenant and agree to protect, defend, indemnify, save, and hold harmless the School District of University City, its Board of Education, administrators, teachers, agents, and employees from and against any claims arising out of the use or condition of the premises mentioned herein.

The undersigned shall defend, indemnify, and hold harmless the School District of University City, its Board of Education, administrators, teachers, agents, and employees from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs, and expenses arising out of or in connection with conditions or use of premises during the period commencing \_\_\_\_\_ (list all- inclusive dates) at the premises of \_\_\_\_\_ (building).

This agreement to indemnify and hold harmless includes but is not limited to all claims including expenses arising out of any failure of the contractor, vendor, organization, or group in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or Position in Group/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# THE SCHOOL DISTRICT OF UNIVERSITY CITY

Transform the Life of Every Student Every Day!

## Department of Operations

McNair Administration Building

7700 Olive Blvd.

University City, MO 63130

(314) 290-4044 / Fax: (314) 290-4071

### The School District of University City AGREEMENT TO IDEMNIFY AND HOLD HARMLESS Athletic Teams and Organizations

This agreement to indemnify and hold harmless is for athletic teams or organizations that use District facilities on a periodic basis, such as basketball or soccer team, which will use it over period of several weeks to several months. All participants should sign this agreement.

We, \_\_\_\_\_ hereby covenant and agree that, with respect to our use of the premises \_\_\_\_\_ (describe premises), for the purpose of (activity) during the period of \_\_\_\_\_ list inclusive dates) to defend, indemnify, save, and hold harmless the School District of University City, its Board of Education, administrators, teachers, agents, and employees from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs, and expenses arising out of or in connection with conditions or use of said premises.

This agreement to defend, indemnify and hold harmless specifically includes all claims including expenses arising out of any accident or other occurrence on or about said premises causing injury to any person or property. We also agree not to allow entrance to the premises or use the premises by anyone who has not been authorized entrance or use of the premises, and who has not previously agreed to protect, defend, indemnify, and hold harmless the School District of University City, and whose signatures do not appear on this agreement.

We hereby acknowledge that we have inspected the premises and find the premises fit for use. We will also notify the School District of University City of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be protected. We hereby acknowledge that the School District of University City does not carry medical pay coverage on the premises referenced herein.

The following above listed organization and all persons participating in the activity have read and agree to all conditions, and upon their requests, will be furnished a photocopy of these conditions. IF THE PARTICIPANT IS A MINOR PARENT OR GUARDIAN MUST SIGN THIS AGREEMENT:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

AGREEMENT TO IDEMNIFY AND HOLD HARMLESS

Athletic Teams and Organizations

Page 2

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