

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.***-----
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 _____

THIS SPACE FOR OFFICE USE ONLY_____
Building Principal Date_____
Executive Director of Operations Date**Payable in Advance (24 hours prior to event)**

Building Charge \$ _____

Cost Sheet: ☐ IS attached / ☐ IS NOT attached☐ Insurance Certification ☐ Hold Harmless Agreement

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.