

## APPLICATION FOR USE OF FACILITIES

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

School Location Requested: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Responsible Person #1: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible Person #2: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Either Responsible Person #1 or #2 must be present at all times during the event)*

TYPE OF ORGANIZATION (check one): ☐ Non-Profit ☐ Profit

PURPOSE OF EVENT: \_\_\_\_\_ If "Forum" or "Town hall", indicate Topic \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ DAY(S) OF THE WEEK: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Total # of Expected Attendees: \_\_\_\_\_ Total # of Expected Participants: \_\_\_\_\_

**Type of Facilities Requested: (check all that apply)**

<input type="checkbox"/> Main Gymnasium	<input type="checkbox"/> Auxiliary Gymnasium	<input type="checkbox"/> Practice Field (grass)
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Library/IMC	<input type="checkbox"/> Classroom: _____ (specify)
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Press Box	<input type="checkbox"/> Track
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> Stadiums (Field/Track)
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Other: _____ (Specify)

List any special equipment, arrangements, or accommodations needed:

\_\_\_\_\_

*(IMPORTANT: District Personnel will not have authority to fill unauthorized requests. Attach additional pages if needed)*

By signing this form I am stating that I have read, understand, and agree to comply with the rules governing the usage of HSD facilities. In addition, I understand the HSD facility usage rates that I (my organization) will incur from usage and the amount owed and that falsification of any information provided is grounds for cancellation of the application and denial of future requests.

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date*

**ALL REQUIRED DOCUMENTS MUST BE RECEIVED BY THE FINANCE OFFICE NO LATER THAN 2 WEEKS BEFORE THE EVENT; OTHERWISE THE REQUEST WILL BE DENIED. PAYMENT MUST BE RECEIVED 5 BUSINESS DAYS IN ADVANCE OR THE EVENT WILL BE CANCELLED. NO EXCEPTIONS.**

Requested Facilities Available? ☐ Yes ☐ No ☐ Modifications: \_\_\_\_\_

\_\_\_\_\_  
HS only - Athletic Director Signature/Date

\_\_\_\_\_  
Building Principal Signature/Date

**STADIUMS ONLY- Assistant Supt/Activities**

\*Facility use is subject to all District, St. Louis County, or other Governmental guidelines. In addition, use will be subject to days/times when there are no students/staff in buildings and the district's ability to clean/disinfect prior to the next district use.

Approved \_\_\_\_\_

CFO/Asst Supt - Finance & Facilities Signature

Insurance Document Received: \_\_\_\_\_ Exp: \_\_\_\_\_

Total # of Custodial Hours Required: \_\_\_\_\_

Total # of Security Officer Hours Required: \_\_\_\_\_

Total Charges: \_\_\_\_\_ Date Paid: \_\_\_\_\_

## **HSD RULES GOVERNING USE OF FACILITIES**

Pursuant to Hazelwood School Board Policy *KG*, school facilities can be made available during “non-school hours.” **The use of school facilities for school purposes has precedence over all other uses;** use by the community shall be prohibited if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district. Persons on school premises must abide by the District’s conduct rules and policies at all times. Facility usage fees are based on the type of group, the facility requested, and time of usage. Minimum charges for facilities, personnel and equipment may apply. Invoices will be mailed to the organization’s contact as identified on the Application for Use of Facilities and must be paid at least five business days preceding the event.

1. For district sponsored events, the responsible party must be a district employee.
2. No building will be opened for public use without a custodian being present to open the doors, care for the building and secure the building. The charges for custodial time are calculated on the actual hours required for preparation and clean up after the activity. A minimum of two hours for any event not held on a scheduled school day will be charged. Custodial time is scheduled from 30 minutes prior to the start of the event until at least 30 minutes after its conclusion. Additional custodial charges may be required for extra cleanup, setup, or labor associated with the building use. See the fee schedule for current rates.
3. At least one HSD security officer is mandatorily required for all athletic competitions held on HSD property. This does not include practices held by HSD/MSHAA athletic teams or HSD intramural teams. See the fee schedule for current rates.
4. Per Board Policy KKB, media may not record on district property without prior authorization from the Superintendent or designee.
5. A cafeteria employee must be present when the kitchen is in use. See the schedule for current rates. For safety reasons children under the age of 18 are not permitted in the kitchen.
6. If auditorium, sound or lights are used, a District sound/light operator must be present. See the fee schedule for current fees.
7. If the stadium scoreboard is used, a District operator must be present. See the fee schedule for current fees.
8. A certified lifeguard (one for every 25 people) must be present when the swimming pool is in use (see the fee schedule for current rates if district provided).
9. All organizations must present a Certificate of Liability Insurance naming the Hazelwood School District as an additional insured. A copy shall be attached each time a new application is submitted. The name and address for the additional insured is: Hazelwood School District, 15955 New Halls Ferry Road, Florissant, MO 63031.
10. Proof of non-profit status must be submitted with any application claiming this status.
11. Applications are accepted on a 1-year basis beginning August 1 and are renewable each subsequent June, starting the first Monday in June (on a first-come, first-serve basis)
12. Groups serving youths will have precedence over adult groups when both are applying for the same facility, and preference for use of facilities is given to organizations or persons in the Hazelwood School District or whose membership is made up of a large percentage of Hazelwood residents.
13. Buildings are not open on school holidays or Sundays.
14. An emergency or change in school activities may necessitate canceling an application. Notification will be made as quickly as possible.

15. The building will not be ready for your use until the time specified on the application. Early arrivals will not be admitted. Please inform your group of this fact.
16. No activity will be permitted later than 12 midnight unless special permission is granted at the time of approval. There is no stadium use allowed after 10pm due to city and county guidelines.
17. If a stadium request is approved, the responsible person(s) may request a 15 minute walk through to inspect and document turf/track condition prior to use. The organization will be responsible for any damage not documented prior to the event at fees listed.
18. Priority will be given to organizations that wholly support or include HSD students.

### **General Guidelines**

It is expected that all facilities will be treated with respect and care. As outlined in the Application for Use of Facilities form, the district is not responsible for any damage, injury, loss of life or property arising from the misuse of school property by the applicant. Users of Hazelwood facilities agree to abide by the following general guidelines for use.

1. A responsible adult will be present and in charge of a student group at all times. The designated adult must arrive with or before the participants, is responsible for the behavior of the group during the scheduled event, and must remain with the group until the all participants have left.
2. Groups should have and bring a copy of their Usage Agreement to all events. This will serve as proof of rental and identification for the custodian, security or other district staff and must be produced upon request.
3. Groups will remain in the approved areas only and will not venture into any other areas.
4. Event start and end times will be strictly observed, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater. This includes custodial time if cleaning requires more time than originally estimated.
5. Rental areas shall be left in the same or better condition as upon arrival. Trash will be cleaned up, tables washed and dried as needed, and furniture and other items returned to their original place. Applicant is financially responsible for any damages or loss of Hazelwood School District property.
6. Food and drink are allowed in tiled areas only. No food or drink of any kind are allowed on carpeted areas, in the gyms or in the theaters.
7. The use of alcoholic beverages or tobacco products is strictly prohibited in Hazelwood School District buildings, campuses and grounds.

The applicant and respective organization are responsible for use of the premises, conduct of the attendees, and for any theft, loss or damage to school property.

All participants must adhere to state and federal laws and local ordinances.

Fees are subject to change.

**NOTE:** If school is canceled due to inclement weather, all night activities will also be canceled. You may call **314-953-7669** or check the HSD website ([www.hazelwoodschoools.org](http://www.hazelwoodschoools.org)) to see if activities are canceled.

Fees assessed based on the following categories:

<p style="text-align: center;"><b>GROUP I</b> <b>District Administered Activities</b> <i>No fees assessed</i></p> <ol style="list-style-type: none"> <li>1. Activities where all staff are hired and paid by the district</li> <li>2. Activities where the district is responsible for approving meeting dates or schedules and has financial oversight of the activity</li> <li>3. Activities sponsored by the district AND approved by the building principal.</li> <li>4. Hazelwood Community Education activities</li> <li>5. Curricular programs and activities</li> <li>6. Board of Education meetings</li> <li>7. Co-curricular events and activities</li> <li>8. Employee Association Meetings</li> <li>9. Special School District</li> <li>10. District intramural events</li> <li>11. District recognized booster group activities directly associated with a MSHSSA-sanctioned activity</li> <li>12. Outside agency for the purpose of student academic testing (ACT/SAT) approved by the district.</li> <li>13. Organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided the public is invited and no admissions, contributions or charges are collected.</li> </ol>
<p style="text-align: center;"><b>Groups II, III, IV subject to requirements as indicated by group</b> <b>Non-District Administered Activities</b> <i>Subject to requirements as indicated by group</i></p> <p>Activities where staff are not hired or paid by the district. The district is not responsible for setting meeting dates or schedules and does not have financial oversight of the activity. Any payment of fees for participating in the activity are made payable to an individual/organization other than Hazelwood School District. Non-district administered activities must provide insurance for the activity. Facility and personnel rates apply.</p> <p>Any individual or group requesting use of school facilities will be charged fees in accordance with current rates, unless otherwise approved by the Superintendent/designee.</p>

<p><b>GROUP II</b></p> <p><i>Non-profit, non-district administered activities</i></p> <p><i>District partnership</i></p> <ol style="list-style-type: none"> <li>1. District PTA with the primary purpose to support and further the mission of the District</li> <li>2. St. Louis County Board of Elections for the conducting of elections.</li> <li>3. Public hearings and/or public forums of tax-supported political subdivisions that are at least partially located within the Hazelwood School District</li> <li>4. District before and after school programs</li> <li>5. Boy Scouts and Girls Scouts</li> <li>6. HSD Alumni groups</li> </ol>	<p><b>GROUP III</b></p> <p><i>Non-profit, non-district administered activities</i></p> <p><i>No admission fees charged</i></p> <ol style="list-style-type: none"> <li>1. Civic and service clubs</li> <li>2. Sports clubs</li> <li>3. Sports Teams</li> <li>4. Sports clinics/camps</li> <li>5. Community athletic associations</li> <li>6. Community based sectarian groups</li> <li>7. Adult fraternities and sororities</li> <li>8. Churches and religious organization</li> <li>9. Professional and occupational Organizations</li> <li>10. Political organizations and elected officials.</li> <li>11. Activities sponsored by local fire, police, and government</li> </ol>	<p><b>GROUP IV</b></p> <p>Activities either athletic or non-athletic where fees, admissions, contributions or charges are collected or accepted from participants or those admitted.</p>
<p>No fee assessed.</p> <p>Must provide Cert of Liability with Additional insured</p>	<p>Must pay Security &amp; Custodian Fees as determined by the directors of those departments.</p> <p>Must provide Cert of Liability with Additional insured.</p> <p>Must provide proof of non-profit status.</p>	<p>Must pay Facility Usage fees.</p> <p>Must pay Security &amp; Custodian Fees as determined by the directors of those departments.</p> <p>Must provide Cert of Liability with Additional insured</p>

**HAZELWOOD SCHOOL DISTRICT  
FACILITY USAGE FEES**

<b>HIGH SCHOOL FACILITIES</b>	<b>FEES</b>
High School Stadium (Track/Artificial Turf Field)	\$175 for first hour, \$100/hr additional
High School Athletic Field (grass)	\$25.00/Hr.
High School Classroom	\$20.00/Hr.
High School Cafeteria	\$30.00/Hr.
High School Library	\$60.00/Hr.
High School Gymnasium	\$50.00/Hr. - weekday; \$65.00/Hr. - weekend
High School Auditorium	\$75.00/Hr.
High School Pool	\$85.00/Hr.
<b>MIDDLE SCHOOL FACILITIES</b>	--
Middle School Athletic Field (grass)	\$25.00/Hr.
Middle School Classroom	\$20.00/Hr.
Middle School Cafeteria	\$25.00/Hr.
Middle School Library	\$50.00/Hr.
Middle School Gymnasium	\$40.00/Hr. - weekday; \$55.00/Hr. - weekend
<b>ELEMENTARY SCHOOL FACILITIES</b>	--
Elementary Athletic Field (grass)	\$25.00/Hr.
Elementary Classroom	\$20.00/Hr.
Elementary Cafeteria	\$25.00/Hr.
Elementary Library	\$40.00/Hr.
Elementary Gymnasium	\$30.00/Hr. - weekday; \$45.00/Hr. - weekend
<b>ADMINISTRATION FACILITIES</b>	--
Learning Center Board Room or Multi-purpose Room	\$60.00/Hr. - weekday; \$75.00/Hr. - weekend
<b>EARLY CHILDHOOD FACILITIES</b>	--
Early Childhood Center Athletic Field (grass)	\$25.00/Hr.
Early Childhood Center Classroom	\$20.00/Hr.
Early Childhood Center Meeting Room	\$50.00/Hr. - weekday; \$65.00/Hr. - weekend
Early Childhood Cafeteria/Multi-purpose	\$25.00/Hr.
<b>GENERAL/DISTRICT-WIDE FEES</b>	--
Parking Lot	\$25.00/Hr.
Custodial staff	\$40.00/Hr.
Security staff	\$40.00/Hr.
Child Nutrition staff	\$30.00/Hr.
Auditorium Sound/Lights operators	\$80.00/Hr.
Stadium Scoreboard operators	\$80.00/Hr.
District Lifeguard	\$25.00/Hr.
Tear damage to artifical turf/track	Actual cost + \$2,000