Lebanon R-3 Schools
USE OF SCHOOL FACILITIES

The Lebanon R-3 School District provides facilities for use to a variety of organizations inside and outside of the school district. All Lebanon R-3 school activities take precedence over outside organizations.

Steps:

- **Determine your GROUP using the chart below.**
- Check the fee schedule for the facility you wish to use. Both Facility and Personnel charges may apply.
- Read the Lebanon R-3 Use of School Facilities Information, Terms and Conditions, and Rules and Regulations (Pages 2-3).
- Complete the online application for use of school facilities (Page 4).
- Send the Lebanon R-3 Use of School Facilities to: facilityuse@lebanon.k12.mo.us. You are agreeing to the terms and conditions contained within this communication. Please allow two weeks for approval.

Group A – Internal

All Lebanon R-3 School affiliated activities, organizations, including student and staff organizations using District accounts for all accounting functions. Lebanon R-3 affiliated youth team practices.

REQUIREMENTS:
1. No charge, no requirements for internal events.
2. No charge for R-3 youth teams but must supply certificate of insurance.

Group B – Non-Profit

Non-profit organizations, civic groups, tax supported bodies, charitable groups, civic groups and institutions of higher education. Must be registered as a 501(c)(3)

REQUIREMENTS:
1. Facility charge for the duration of your event.
2. Hourly personnel charges for Custodial overtime – min ½ hour each for set up and clean up.
3. Certificate of insurance.

Group C – For-Profit

Events that are for commercial, semi-commercial, group or individual gain, personal or private use of a building.

REQUIREMENT:
1. Facility charge for the duration of your event.
2. Hourly personnel charges for Custodial overtime – min ½ hour each for set up and clean up.
3. Certificate of insurance.

Rates

	Group A Internal	Group B ≤ 3 Hours	Group B Daily	Group C For Profit	Supervision & Clean Up
Boswell Auditorium Stage, LMS Stage, Boswell Elem. Stage, Maplecrest Elem Stage, Computer Labs	No Charge	$150.00	$300.00	$1000.00	$20.00 per hour
Gymnasiums	No Charge	$50.00	$100.00	$300.00	$20.00 per hour
Classrooms	No Charge	$25.00	$50.00	$150.00	$20.00 per hour
Kitchens	No Charge	$75.00	$75.00	$225.00	$20.00 per hour
Cafeterias	No Charge	$25.00	$50.00	$150.00	$20.00 per hour
Athletic Fields	No Charge	$50.00	$50.00	$150.00	$20.00 per hour
Jacket Stadium and Field	No Charge	$150.00	$300.00	$1000.00	$20.00 per hour

FACILITY USE INFORMATION

Community Use of District Facilities

As a service to the community and in accordance with law, the Board of Education may allow community groups and individuals, as defined in this policy to use district facilities for education, recreational, social, civic, philanthropic and other similar purposes when the facilities are not being used by the district or district-sponsored groups.

Granting a request to use district facilities does not constitute district endorsement of the activity, the individual, the organization, the organization's mission or any opinion expressed by the groups or members of the groups.

Facilities and Equipment Available

Requests will be considered on a case-by-case basis for: auditoriums, theaters, and common areas, and use of kitchen equipment. Use of district personnel may be required, and additional charges may apply.

Tables and chairs may be available by prior arrangement.

High school and middle school concession areas are ***NOT*** considered part of the rental agreement. School organizations and booster clubs reserve the right to operate concessions at any event. If they choose not to, then use of the concession area may be negotiated. Specific facility restrictions may apply.

Turf Field Usage

1. No sunflower seeds, gum, or candy products allowed on the turf.
2. No tobacco products at any time.
3. No striping, marking, or staking field of any kind.
4. No vehicles on the field or track at any time.
5. No fires of any kind.

Cancellation

- The district reserves the right to cancel a scheduled use of district facilities at any time including, but not limited to, instances when the district needs to use the space, in the event of or as a result of inclement weather or an emergency.
- In the event school is cancelled or school events are cancelled as a result of inclement weather or an emergency, events previously scheduled for that day or evening will also be cancelled. The cancellation may extend into weekend days and evenings.
- Groups must provide written notice of cancellation at least 24 hours prior to the date of the scheduled use to be eligible for a refund of fees paid for facility use.

TERMS AND CONDITIONS

Authorized Representative – One Per Group

One person should be designated by the contracting organization to assume the responsibility for the conduct of all other persons in the organization. That person's name, address and phone number should appear on the Lebanon R-3 application for use of facilities.

All requests must be made by the designated organization representative. No communications relative to the use of any facility shall be made through third-party representative. The individual representing the contracting party shall assume full responsibility for assuring that the regulations set for in the agreement are followed. The designated organization representative will be responsible for any and all payments due to the district.

Contact Information

Questions regarding the group status of your organization or use of facilities may be directed to the Facility Use Coordinator at 417-657-6112 or the principal of the school where the event is scheduled.

Invoices

Payment is due upon receipt of invoice unless otherwise noted. Groups may be required to pay the estimated facility and personnel cost prior to the event. Unpaid invoices may prevent a group from being permitted to use district facilities.

Payment should be remitted to:

Lebanon R-3 School District
224 W. Commercial St
Lebanon MO 65536

Insurance Coverage

The applicant will procure and maintain at its sole cost and expense, comprehensive general liability insurance with limits no less than $500,000 per occurrence.

A Certificate of Insurance must be provided naming as certificate holder and additional insured on a primary and non-contributory basis:

Lebanon R-3 School District
224 W. Commercial St.
Lebanon MO 65536

The Certificate of Liability Insurance must be returned with the completed facility use application, and must provide evidence of coverage for the dates being scheduled.

Responsibility for Damages

The Renter is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Renter's use of the facility and all tangible property.

Hold Harmless Clause

The applicant shall indemnify, defend and hold harmless the Lebanon R-3 School District, the Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of property, directly or indirectly arising out of or relating to, or in connection with the applicant's use of Lebanon R-3 Schools pursuant to this agreement.

RULES AND REGULATIONS

Applicant agrees to the following rules governing use of Lebanon R-3 facilities. Violation of rules and regulations may result in loss of facility use privileges.

1. A completed application to use district facilities must be made at least two weeks prior to the date of requested use and must be signed by a representative of the group who is at least 21 years of age and has legal authority to bind the group contractually. This representative is responsible for the actions of the group and is required to arrive prior to the gathering and remain until all persons leave.

2. District-sponsored groups and activities take precedence over any and all requests. The use of said areas shall not in any way interfere with school activities. The organization is responsible for cleanup for all areas used. Damage to any facility must be reported immediately to the school employee on duty.

3. The organization must provide proof of insurance in the amount of $500,000. The district may provide information regarding event insurance when applicable.

4. A representative must sign the indemnity and hold harmless agreement on behalf of the group.

5. School facilities shall not be used for anything other than use approved in the User Agreement. Group participants are only permitted in the area requested and are not allowed access to other rooms in the building. Entry into other areas of the facility will be considered trespassing and may result in removal from the building.

6. Except under special conditions, facilities will not be rented on a regular recurring basis. Regular activity groups should become affiliated with the Lebanon Park Board.

7. The permit holder shall be fully responsible for all damage or loss of property, including that belonging to students or employees, as well as his own property, occurring during the time the building is in use under the permit.

8. All meetings involving school age students must have responsible adults in charge, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close by 11:00 p.m. or earlier unless otherwise approved by the school administration.

9. Groups will only be provided access to the rooms or spaces specifically requested in the application and only for the dates requested and approved.

10. 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, 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 security deposit for such use. Some equipment may only be used by district staff and a charge may be incurred for the cost of providing an employee such as a technician for an auditorium or a cook for using kitchen equipment.

11. All groups are required to follow the law; district policies, regulations and procedures; and directives from district staff. The use, possession or sale of tobacco products, alcoholic beverages, illegal drugs, fireworks, explosives or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property.

12. Use of any materials on floors or other parts of the buildings without specific approval of the principal or director of maintenance is strictly prohibited.

13. The principal of the school may make additional restrictions that are particular to his or her building with the permission of the superintendent when such restrictions will be in the best interest of the parties involved.

14. The number of attendees may not exceed the occupancy load authorized and must be in compliance with local fire codes.

15. Groups are expected to leave the facility neat, orderly and as clean as it was prior to the group's use.

Lebanon R-3 Schools
Application for Use of Facility

ORGANIZATION CONTACT INFORMATION

_____ _____
Name of Individual or Organization | Organization Representative (Contact)

_____ _____ _____ _____
Mailing Address | City | State | Zip

_____ _____ _____
Phone | Additional Contact & Phone # | Additional Contact & Phone #

_____ (email address)

****Please include information for individuals that will be present at the event****

ACTIVITY

Meeting	Tournament/Meet
Practice	Game
Fundraiser	Camp or Clinic
Other: _____	

Is this event open to the public?	Yes	No
Will admission or fees to participate be charged?	Yes	No
Is this activity sponsored by the school district?	Yes	No
Is this a fundraising activity?	Yes	No
Do funds raised go into a school district account?	Yes	No

LOCATION

LOCATION/SITE REQUESTED

_____
ROOMS/FIELDS REQUESTED

_____
DATE & TIME NEEDED

_____

EQUIPMENT

Scoreboard	Basketball Goals
Volleyball Nets	Mats
Floor Tarp	Screen
PA/Mic	Projector
Chairs #_____	Tables #_____

If specific set up is needed for chairs or tables, please include a drawing for the preferred set up.

Other:

User hereby agrees to all the charges, usage rules, and terms and conditions noted in the Lebanon R-3 Schools Use of Facilities document. The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this agreement and bind the organization hereto:

_____ _____
Signature | *Date*

Approved: **Denied:** **Signature:**_____ **Date:** _____

Event ID: _____ **Invoice#** _____ **Received Certificate of Insurance:** _____

Office Use Only

SUMMARY OF ANTICIPATED CHARGES

Personnel Fees:

Type of Employee	# of Employees	X	# of Hrs	X	Hourly Rate	=	Total Cost
		X		X	$20.00	=	
		X		X	$20.00	=	

Facility and Equipment Use Fees:

Space Requested	Facility Use Fee	+	Applicable Equipment Fee	=	Total Cost
		+		=	

Total Personnel Fees_____ + Total Facility and Equipment Fees _____ = $_____

Lebanon R-3 Schools

Event Details

Set up time: _____
Tear-Down Time: _____
Approximately _____ guests, including/vendors/sponsors:
_____
_____
_____
Outside activities:
Electricity need: Yes: ____ No: _____
Restroom access: Yes: ____ No: _____
Stands/Tents/Booths: Yes: ____ No: _____
Other: _____

Event Purpose: _____
_____
_____

Lebanon R3 Staff member(s) that will be in attendance:
_____
_____

Custodial needs:
_____
(custodial fees will apply to events outside of operational hours with a 2-hour minimum.)
Trash needed Yes _____ No _____

Please attach flyer or advertisement for event if applicable.