

Carl Junction R-1 School District Facility User Agreement

I. FACILITY REQUESTS

All facility and property use requests will be made through submission of an FMX schedule request. District personnel and identified individuals of affiliated organizations will be provided with FMX accounts to accommodate schedule requests. All non-district & non-affiliated groups, organizations, and persons representing student participation grades K-8 must submit requests through district facilities liaison, Mandy Bauer, at the contact information below. All Non-Profit, out-of-district, and For-Profit organizations, groups, and persons requesting use of facilities need to contact the high school athletic director or assistant athletic director at the contact information below.

Catie Cummins
Athletic Director
ccummins@cjr1.org
(417) 649-7081

Todd Hafner
Assistant Athletic Director
thafner@cjr1.org
(417) 649-7081

Mandy Bauer
Youth Organization Liaison
abauer@cjr1.org

II. FACILITY USAGE

- All organizations, groups, and persons using facilities must limit their time to the hours stated in the approved time.
- Custodians are required to report any and all infractions of facility and equipment misuse.
- A hold-harmless agreement must be signed by the persons/organization using the school facilities.
- Equipment not designed to be used specifically for the facility is prohibited (i.e., baseballs & softballs in gyms)
- All non-school related activities will be cancelled without prior notice when school is not in session due to inclement weather. If a make-up date or agreement of use cannot be made, the district will refund associated fees prior to use.
- School related athletics and/or activities will take precedence over non-school related athletics and/or activities. This may result in cancellation of any reservation made. If a make-up date or agreement of use cannot be made, the district will refund associated fees prior to use.
- A deposit in the amount of \$500.00 will be required to secure the reservation of any and all facilities in the Carl Junction R-1 School District. The deposit may be waived if the organization or group requesting a facility qualifies as Group "A" or Group "B". Deposits will not be waived for activities/events with an expected attendance of over 350 participants.
- Fees for use of facilities will be applied. Please note the fee schedule and policies.
- Organization and/or group representatives may request key fob access to the buildings for a \$8 fee. Access to locations that require physical keys will only be provided to district personnel and must be inventoried through the athletic director's office.
- A certificate of liability insurance for the group or organization or individual insurance of participants may be requested prior to use of facilities.
- It is important that all facilities and equipment are taken care of. Any and all damages will be the responsibility of the applicant.
- Applicants agree to adhere to [CJR1 Board Policy KG: Community Use of District Facilities](#) when applying for and using CJR1 district facilities.
- Applicants that violate any facility usage regulations and agreements may be restricted from future facility use or moved to a different "Group" status.

I have read the regulations covering the use of the school buildings and grounds and I agree to see that they are followed. I will exercise utmost care in the use of the school premises and property and will pay for any damage arising from applicant's use of said premises and property.

Printed Name of Applicant

Signature of Applicant

III. PERSONNEL/SERVICES AGREEMENT

- All organizations, groups, and persons using facilities agree to use personnel and services in the areas of custodial, press box / AV Tech, maintenance / grounds, and supervision/security for the duration of any event as directed and approved by the Carl Junction R-1 School District.
- All organizations, groups, and persons using facilities agree to pay personnel approved and/or assigned by the Carl Junction R-1 School District directly as an independent entity separate of employment from Carl Junction R-1 duties at the rates mentioned in the user agreement by the conclusion of the event and understand the Carl Junction R-1 School District is not responsible for payment of independent services.
- The Carl Junction R-1 School District will provide documentation of hours & expected personnel/service fees prior to each event or activity.
- Any organization, group, or persons that do not complete payment as agreed upon in the Carl Junction R-1 School District Facility User Agreement may be restricted from future use of Carl Junction R-1 School facilities.
- The Carl Junction R-1 School District reserves the right to determine services and quantity of personnel needed for events and activities on all properties of the Carl Junction R-1 School District.
- The Carl Junction R-1 School District reserves the right to waive any personnel and services fees associated with events and activities on all properties of the Carl Junction R-1 School District.

SERVICE / PERSONNEL HOURLY FEES			
Custodial	\$50	\$50	\$50
Press Box / AV Tech	\$50	\$50	\$50
Maintenance / Grounds	\$50	\$50	\$50
Supervisory/security	\$65	\$65	\$65
SERVICE / PERSONNEL REQUIREMENTS			
I.	Custodial Staff required for all facility use outside of normal operating hours (7:00am-10pm, M-F).		
II.	Events with 300+ attendees may require a minimum of 2 custodians or 1 custodian & 1 Maintenance.		
III.	Custodial Fees consider opening & closing procedures, which are typically billed a minimum of 1 hour before & 1 hour after, and time needed during the event. Clean-up hours may be adjusted as needed by CJR1.		
IV.	District personnel and/or district trained personnel are required for operating scoreboards, clocks, & AV Tech equipment.		
V.	The CJR1 District may require supervision or security for “large” events/activities at the expense of the applicant.		
DISTRICT RESERVES THE RIGHT TO ADJUST HOURLY RATES IN RESPONSE TO UTILITY RATES & LABOR PRACTICES			

I have read the regulations covering personnel and services fees associated with the use of facilities associated with the Carl Junction R-1 School District and I agree with all regulations. I will treat personnel who have associations with the Carl Junction R-1 School District with respect and dignity and understand that failure to do so will prohibit future use of district facilities.

Printed Name of Applicant

Signature of Applicant

IV. HOLD HARMLESS AGREEMENT:

We agree to protect, indemnify, save and keep harmless, the CARL JUNCTION SCHOOL DISTRICT against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property, including injury to ourselves, and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises and comply with and perform all the requirements and provisions agreed to.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save, and keep harmless the CARL JUNCTION SCHOOL DISTRICT.

We also agree to notify CARL JUNCTION SCHOOL DISTRICT of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected.

IV. SIGNATURES

Signature of Representative

Date

Signature of School Official

Date