



MUSTANG PUBLIC SCHOOLS

Use of Facility

APPLICANT

Organization: _____

Name of Applicant: _____

Billing Address: _____

Email Address: _____

Contact Person: _____

Cell #: _____ Other #: _____

EVENT DETAILS

Name of Activity: _____

Purpose of Activity: _____

Date(s) Requested: _____

Day(s) Requested: _____

Facility **Entry** Time: _____ am/pm

Facility **Exit** Time: _____ am/pm

Start Time: _____ am/pm

End Time: _____ am/pm

Expected Number of Participants: _____

Expected Number of Audience (if applicable): _____

RESPONSIBILITIES OF APPLICANT

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the Board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and Sign** the Felony and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **Certificate of Insurance** for EACH request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the Certificate of Insurance expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the Use of Facility form, it must be returned to the MPS Operations Office along with the Certificate of Insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled Board meeting**.
- ***Pending Board approval, I understand that all expenses for all facility usage will be invoiced following completion of the event and will be payable upon receipt. Failure to promptly settle financial obligations will void future Use of Facility requests.***

INSURANCE REQUIREMENTS

The user shall file a Liability insurance policy with the Mustang Board of Education. Limits of liability shall not be less than:

\$100,000.00	Property Damage
\$100,000.00	Personal Injury each accident or occurrence
\$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education
Mustang Public School District I-69
Mustang, Oklahoma 73064**

Current Insurance Verification Provided: Yes No Expires: _____

FACILITY REQUESTED (Please refer to Policy #2030A for the rental fees.)

Mustang High School

- Cafeteria Kitchen Commons Area Classroom(s)
 Football Stadium Wrestling Room Event Center Soccer Practice Field

MMS (South Middle School)

- Cafeteria
 Kitchen
 Gym
 Softball Field
 Classroom(s)

MNMS (North Middle School)

- Cafeteria
 Kitchen
 Gym
 Commons Gym
 Softball Field
 Classroom(s)

MCMS (Central Middle School)

- Cafeteria
 Kitchen
 Gym
 Softball Field
 Classroom(s)

Horizon Intermediate

- Main Gym
 Auxiliary Gym
 Cafeteria

Canyon Ridge Intermediate

- Gym
 Cafeteria
 Cafeteria & Stage Area

Meadow Brook Intermediate

- Gym
 Cafeteria
 Cafeteria & Stage Area

Elementary Schools (Please select a site)

- Mustang Elementary
 Centennial Elementary
 Lakehoma Elementary
 Trails Elementary
 Sunset Hill Elementary

- Creek Elementary
 Valley Elementary
 Prairie View Elementary
 Riverwood Elementary

Elementary Facility

- Cafeteria
 Kitchen
 Gym
 Playing Field

Mustang Education Center (MEC)

- Main Conference Room Only Classroom(s)

CUSTODIAL FEES: Custodial fees apply for the use of cafeterias, gyms, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of Participants: _____ Number of Mustang Students Participating: _____

Will Admission be Charged: Yes No

Special Equipment Needed: _____

AGREEMENT

We (I) _____ understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

We (I) assume full liability for the care and use of facility and agree not to hold Mustang Public Schools liable for anything arising from our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

We (I) further agree to indemnify and save harmless the Mustang Public School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Public Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees.

Representative Signature

Date

USE OF FACILITY AND/OR GROUNDS

The MPS Board of Education believes that the primary use of school buildings, facilities, grounds and equipment is for the educational program. Approval must be secured before any MPS facility can be utilized. No facility may be rented at times when it will interfere with school activities or the general operation of the District. The 'Use of Facility' packets are to be obtained from the Mustang Educational Resource Center, 909 S Mustang Road, Mustang, Oklahoma or online at www.mustangps.org.

The following guidelines apply for use of MPS facilities:

1. There will be no unauthorized use of MPS facilities.
2. Any person providing services to MPS students must submit a 'Use of Facility Request' and follow all stated requirements.
3. Facilities may be used by PTA's or other parent/teacher groups for any program dealing with schools without charge if the building is normally open and custodians are on duty.
4. Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts and/or neighborhood/homeowners associations are approved to hold their regular meetings in school facilities without charge if the meeting is held on a regular school day and concluded by 8:30 p.m.
5. Adult sponsors must supervise the activities at all times. Non - participates must be monitored, if in attendance of the activities. Activities must be confined to the area assigned.
6. No intoxicants, narcotics, tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking shall be used in or around school buildings and grounds.
7. Use or possessions of dangerous or offensive weapons are not allowed on the premises or property of Mustang Public Schools.
8. Proof of liability insurance must be provided before renting any facility. A copy of the certificate must be provided with each request. Mustang Public Schools must be named on the policy as a co-insured.
9. MPS Alumni Associates are approved to hold their alumni functions in school facilities without charge. Charges will apply for the use of food service areas.
10. Any special or one time event may be approved by a five (5) member committee. The committee will determine the merits of use and any associated fees or fee waivers.
11. Hours when MPS facilities may be used:
 - Mondays, Tuesday, Thursdays and Fridays – 6:00 p.m. to 9:00 p.m.
 - Wednesday – no facility can be used
 - Saturdays – 8:00 a.m. to 9:00 p.m.
 - Sundays – 1:00 to 5:00 p.m.
 - If school is closed due to inclement weather, there will be no use of facilities.
12. Upon completion of the 'Use of Facility' form, the felony checks and sex offender registry form and the proof of liability insurance are to be returned to the Mustang Educational Resource Center, 909 S Mustang Road, Mustang, Oklahoma.
13. The MPS Board of Education will approve or deny the request. Expenses for all facilities will be billed following the board meeting at which approval is granted and will be payable upon receipt of invoice. Payment is to be received by MPS before the facility can be used.
14. Mustang School buses will not be allowed to leave the State of Oklahoma for any external use of facilities request.
15. Only Mustang Public Schools employees in good standing and meeting all district requirements will be permitted to drive for any requests. Government entities and Oklahoma school districts requiring assistance may be exempt from the MPS employee requirement.
16. Mustang Public Schools reserves the right to revoke any use of facility for cause.
17. The Mustang Board of Education shall be the final authority in matters not covered by this policy.

Adopted: 12-98
 Revised: 10-01
 Revised: 06-03
 Revised: 08-03
 Revised: 07-06
 Revised: 06-10
 Revised: 07-10
 Revised: 07-12
 Revised: 09-13
 Revised: 10-13
 Revised: 6-19
 Revised: 05-2025

USE OF FACILITY RENTAL FEES

2030.1

FACILITY	RENTAL FEE	CUSTODIAL FEE	KITCHEN FEE
Cafeteria (at all sites)	\$30.00 per hour (\$17.50 for the operations budget; \$12.50 for general fund budget)	\$23.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Kitchen (at all sites)	\$30.00 per hour (\$12.00 for the operations budget; \$12.00 for general fund budget; \$6.00 for Child Nutrition budget)	N/A	\$23.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Child Nutrition Payroll)
Non-Competition Gymnasium: <ul style="list-style-type: none"> • All elementary sites 	\$20.00 per hour (\$13.50 for the operations budget; \$6.50 for general fund budget)	\$23.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Competition Gymnasium: <ul style="list-style-type: none"> • Canyon Ridge Intermediate • Mustang Middle School • Mustang North Middle School • Horizon Intermediate 	\$30.00 per hour (\$12.00 for the operations budget; \$12.00 for athletic budget; \$6.00 for general fund budget)	\$23.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Wrestling Rooms: <ul style="list-style-type: none"> • Mustang Middle School • Mustang High School 	\$30.00 per hour (\$12.00 for the operations budget; \$12.00 for athletic budget; \$6.00 for general fund budget)	\$23.00 per hour on Saturday and/or Sunday, with a two (2) hour minimum (Payroll)	N/A
Playing Fields: <ul style="list-style-type: none"> • Mustang Middle School softball field (south of high school softball field) • Mustang North Middle School baseball/softball field (north of Mustang North Middle School) • Mustang High School soccer practice field (north of soccer complex) 	\$30.00 per hour (\$12.00 for the operations budget; \$12.00 for athletic budget; \$6.00 for general fund budget)	N/A	N/A
High School Commons Area Classrooms Canyon Ridge Cafetorium (Cafeteria and Stage Area)	\$130 per hour with a four hour minimum. \$520 minimum charge. \$15 per hour \$80 per hour with a four hour minimum. \$320 minimum charge.	\$23.00 per hour on Saturday and/or Sunday, with a two hour minimum. Additional charges for media technician if requested. \$120 minimum. \$30 per hour. TBD \$23 per hour on Saturday and/or Sunday, with a two hour minimum.	N/A N/A N/A

Revised: 07-13-09
 Revised: 04-12-10
 Revised: 12-18-13
 Revised: 07-14-14
 Revised 06-08-2020

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Signature of Representative

Date

STATE OF: _____

COUNTY OF: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Signature of Notary Public

SEAL