COLUMBIA PUBLIC SCHOOLS
APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDINGS

Name of Applicant _____ Date _____

Organization Name/Purpose _____

Name of School to be used _____

Portion of School Desired _____

Probable Attendance _____ Amount of admission to be charged _____

Purpose for which premises will be used _____

TIME DESIRED

Day of the Week	Date(s)	Time From	Time To

The undersigned hereby makes application to the Columbia School District for the use of school facilities and certifies that the information given above is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all regulations of the Board of Education and **will promptly pay any agreed rental fees, as assessed by the Director of Athletics**. A certificate of insurance shall be provided prior to use of the facility. The applicant will exercise the utmost care in use of the school premises and property and will pay for any damage arising from use of said premises and property. By executing this application, applicant acknowledges receipt of a copy of the Board of Education policy related to the use of school facilities and agrees to adhere to the provisions of that policy **(see policy on reverse side).**

APPLICANT

_____
Name (Print or Type)

_____
Address (Street or P.O. Box)

_____
City, State, Zip

_____
Phone No. Date

_____
Email (Please print)

_____
Signature

APPROVAL

_____
School Approval (Principal/Calendar Keeper) Date

_____
Building Use Coordinator or FSDirect# Date

_____
Rental Fee

CERTIFICATE OF INSURANCE ATTACHED ☐ **YES**
(Must Be Received Prior To Processing Application)

USE OF SCHOOL FACILITIES BY NON-SCHOOL GROUPS

The Columbia Board of Education wishes to encourage the use of the Columbia Public Schools' facilities by community organizations and groups. The Director of Athletics shall be responsible for administering the use of school facilities by community groups according to the following operational policies:

1. A permit does not include the use of school equipment.
2. A school staff member must be on duty during times that non-school groups are using school facilities.
3. Requests for the use of school facilities must be made by contacting the office of the Director of Athletics.
4. Athletic groups using gymnasiums must wear shoes of a type that will not damage the gymnasium floor.
5. A permit does not grant the right to establish concessions or sell items on school property.
6. School property shall not be used for commercial activities in which personal profit is the primary motive.
7. Groups using school property shall exercise all safety precautions.
8. The cost of repair or replacement will be assessed for any loss or damage of school property.
9. At the discretion of the Board of Education, any permit for the use of school buildings or grounds may be revoked at any time. Applications for use of school buildings or grounds must be signed by a responsible citizen who is 21 years of age or older. Applications shall be received by the Director of Athletics sufficiently in advance (a minimum of 7 days prior to the event) to assure that all conditions are met and to make the necessary arrangements.
10. It shall be understood that the Board of Education, its individual members and employees of the Columbia Schools shall bear no liability for injuries which may occur other than the gross negligence, or intentional conduct of its agents or employees. A certificate of insurance shall be provided prior to the use of a facility by an outside group with minimum limits of $300,000 per person, $2,000,000 per occurrence. If requested, the certificate will name the District as an additional insured.
11. Permits will not be issued for purposes prohibited by ordinance, statute or law of any kind.
12. Smoking, alcoholic beverages and/or illicit drugs are not permitted on School District property.
13. The Director of Athletics shall be responsible for the assessment and collection of fees for the use of District facilities. Payment may be required in advance and a cancellation penalty may be assessed for expenses incurred.
14. Cancellations of approved applications must be made through the Director of Athletics' Office at least 24 hours prior to event (if the event is on a weekend, cancellation must be made by 10:00 a.m. the prior business day).

Please return completed application/permit to:

Columbia Public Schools
Attn: Athletics & Activities
1818 W. Worley St.
Columbia, MO 65203
Or Email: facilityuse@cpsk12.org
Fax: (573) 214-3941

Fee Schedule

	CLASS A		CLASS B	
Type of Facility	Minimum 3 Hours	Additional Per Hour	Minimum 3 Hours	Additional Per Hour
Classroom	$ 40.00	$15.00	$ 60.00	$15.00
Senior High Gym	$150.00	$40.00	$225.00	$40.00
Senior High Auditorium	$150.00	$40.00	$225.00	$40.00
Senior High Turf Fields	$150.00	$40.00	$225.00	$40.00
Senior High Turf Fields (using lights)	$250.00/hr	---	$250.00/hr	---
Middle Gym	$110.00	$35.00	$165.00	$35.00
Middle Auditorium	$110.00	$35.00	$165.00	$35.00
Elementary Multipurpose Room/Gym	$70.00	$25.00	$95.00	$25.00
Middle Cafeteria	$70.00	$25.00	$95.00	$25.00
Senior High Cafeteria	$70.00	$25.00	$95.00	$25.00
Elementary Cafeteria	$60.00	$25.00	$90.00	$25.00
Small Theater	$60.00	$25.00	$90.00	$25.00
Special Rooms	$60.00	$25.00	$90.00	$25.00
Additional custodial charges- $35.00/hour				

*Fees effective 7/9/2018