

Request for use of Carl Junction R-1 School District Facilities

Date of Application: _____ Name of Renting Organization: _____

Address of Organization: _____

Representative/Responsible Name & Phone No.: _____

Purpose/Title of Event: _____

Facility Requested (*See Use Fee Schedule for available facilities*): _____

Date/s Requested: _____

Start/End Time for Each Date: _____

Special Equipment Needed/Instructions: _____

GROUP CATEGORY: (Identify & mark the group you qualify for)

_____ Group A: CJR1 school sponsored groups or In-district groups organized to directly promote CJR1 activities with participant rosters for all teams and all the group/organization comprised of at least 80% CJR1 students/district residents

_____ Group B: local non-profit groups/organizations/teams

_____ Group C: Out-of-district organizations/groups or For-Profit organization/groups

Carl Junction R-1 School District Facility User Agreement

I. FACILITY REQUESTS

Use of district facilities is a privilege, not a right. Except as otherwise permitted in board policy KG, any community group or individual who wishes to use district facilities must complete the application process. Facility requests should be submitted to the Athletic Directors office at the contact information below.

Natalie Craig
Assistant to the HS Athletic Director
ncraig@cjr1.org
(417) 649-7081

Approval of applications will be made and communicated by district level administration/personnel.

Catie Cummins
HS Athletic Director
ccummins@cjr1.org

Todd Hafner
JH Athletic Director
thafner@cjr1.org

Mandy Bauer
Youth Organization Liaison (K-6)
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 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. 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 per fob 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.
- Regardless of whether fees have been waived, groups and or individuals using district facilities must provide proof of general liability insurance in the amount of no less than \$1,000,000 and shall name Carl Junction R-1 School District as "Additional Insured" where applicable. (See Board Policy KG).
- It is important that all facilities and equipment are taken care of. 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 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 (7:30am-8pm, M-F).		
II.	Events with (250+) attendees may require a minimum of 2 custodians or 1 custodian & 1 Maintenance.		
III.	Custodial Fees consider opening (1 hour) & closing procedures (2-hour), and time needed during the event (requirements vary).		
IV.	District Equipment is considered anything not permanently attached to facilities (i.e., basketball goals, drop down volleyball nets, hitting nets, etc.)		
V.	District personnel and/or district trained personnel are required for operating scoreboards, clocks, & AV Tech equipment.		
VI.	The CJR1 District may require supervision or security for 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 damage 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

V. APPLICATION AGREEMENT (To be completed by CJR1 personnel)

\$ _____ Deposit

\$ _____ Facility Rental Fee

\$ _____ Service / Personnel Fees

\$ _____ Total of all fees and charges to be paid

Organization Representative Name (printed): _____

Organization Representative Signed: _____ Date: _____

Request: _____ Approved _____ Not Approved Refund from Deposit: \$ _____

Authorized District Signature: _____

Copies: [] Applicant [] Principal/School [] Facility Department [] Asst. Superintendent