



2026-2027 FACILITY REQUEST FORM

****COMPLETED FORM MUST BE RETURNED TO THE BUILDING/FACILITY/SCHOOL WHERE YOU ARE REQUESTING USAGE.**

THE FOLLOWING ITEMS ARE REQUIRED UPON SUBMISSION:

INSURANCE VERIFICATION | DEPOSIT CHECK | DISTRICT RECOGNIZED GROUPS

GROUP/SPONSOR: _____
NAME

REQUESTING INFORMATION: _____
DATE DAY OF THE WEEK START TIME END TIME (NO BUILDING USAGE AFTER 9:00 PM)

LOCATION: _____
LOCATION/BUILDING ROOM(S) AREA(S) GROUNDS

DESCRIPTION: _____
BRIEF DESCRIPTION OF THE REQUESTED FACILITY USE

PRIMARY CONTACT: _____
NAME ADDRESS PHONE NUMBER EMAIL ADDRESS

CONTACT CONTINUED

SECONDARY CONTACT: _____
NAME ADDRESS PHONE NUMBER EMAIL ADDRESS

CONTACT CONTINUED

WILL THE GROUP NEED ACCESS TO THE BUILDING PRIOR TO SET UP BEFORE THE SCHEDULED EVENT? ☐ YES ☐ NO

**Additional time and fee(s) may be applied*

TIME

ADMISSIONS STANDARDS FOR THE EVENT? ☐ TICKETS REQUIRED ☐ INVITATION ☐ OPEN TO THE PUBLIC

WILL THE EVENT REQUIRE ANY SPECIAL ACCOMMODATIONS? ☐ YES ☐ NO

IF YES: _____

WILL FOOD BE SERVED? ☐ YES ☐ NO

**Permit may be requested IAW St. Louis County Department of Health and a separate charge may apply, contact the Business Office for details.*

IF YES: _____

CUSTODIAL SERVICE FOR AFTER EVENT ☐ YES ☐ NO

IF YES: _____

DELIVERY/ PICK UP FOR OUTSIDE EQUIPMENT ☐ YES ☐ NO

IF YES: _____

AUDIO VISUAL EQUIPMENT AND/OR OTHER TECHNOLOGY ☐ YES ☐ NO

**Additional time and fee(s) may be applied*

IF YES: _____

GENERAL CONDITIONS FOR FACILITY USE

User agrees that the property and facilities of the Mehlville R-9 School District (Facility herein shall be defined as the portion of the property where the event is being held, as well as any other parts of the campus being utilized by the group, including, but not limited to parking lots, fields, sidewalks, hallways, and restrooms) shall be used only for purposes that comply with federal, state and local law, as well as the policies and procedures of the Mehlville R-9 School District. Use is limited to the purposes described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the Mehlville R-9 School District.
2. Smoking is prohibited on any Mehlville R-9 School District facility.
3. The sale, consumption, possession, or presence of individuals under the influence of alcoholic beverages or illegal substances is strictly prohibited on district premises. No person who is intoxicated or under the influence of alcohol or drugs may be on district property. The designated contact person listed above will be held responsible for enforcing this rule. No use of equipment shall be granted unless, approved by the Mehlville R-9 School District.
4. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
5. User agrees to indemnify, defend and hold harmless the Mehlville R-9 School District its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
6. User must provide proof of comprehensive general liability insurance of at least \$2,000,000 per occurrence, naming the Mehlville R-9 School District as an additional insured. The District reserves the right to cancel this Agreement if proof of insurance is not provided at least two weeks before the scheduled use and maintained throughout. If the user cannot provide insurance, the District may arrange for Special Event insurance. Questions can be directed to the District or its insurance provider, M.U.S.I.C., at (800) 877-8218. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the Mehlville R-9 School District.
7. The Mehlville R-9 School District may modify this Agreement as needed.
8. **Deposit fees must be prior to the reservation. Payments must be made by check payable to "Mehlville R-9 School District."**
9. Non-school day cancellations must be made at least 48 hours in advance. Cancellations made less than 48 hours in advance may result in penalties.
10. The District reserves the right to determine whether security is required for an event.
11. On weekends, if your group does not arrive within 30 minutes of the scheduled start time, it will be considered a "no-show," and custodial staff will leave. Your group will be responsible for the full four-hour custodial charge unless the Central Office Facilities Coordinator (314-467-5202) is contacted and approves a late arrival.
12. In the event school is closed due to inclement weather, all facility use for that evening is canceled.
13. The Mehlville R-9 School District reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The Mehlville R-9 School District also reserves the right to change/cancel reservations as needed.
14. If the District must pursue collection of any past-due amounts related to this Agreement, the applicant agrees to pay all related collection costs, including reasonable attorney's fees, court costs, and other associated expenses. These will be added to the outstanding balance.
15. All facility users must comply with these General Conditions.
16. Facility Usage Fees: Refer to the District Guidelines or contact the Business Office

DEPOSIT AMOUNT ENCLOSED: \$ _____

PRIMARY CONTACT SIGNATURE

DATE: