

WC FACILITY USE REQUEST

Please return to:
High School or Elementary Office
510 East Avenue
Grant city, MO 64456
660-564-2218 HS or 660-564-3320 ES

APPLICATION FOR USE OF DISTRICT PROPERTY RELEASE/INDEMNITY AGREEMENT

FACILITY REQUEST INFORMATION:

Name of Organization: _____ Home Number: _____
Individual Responsible: _____ Cell Number: _____
Facility Requested: _____ Purpose of Event: _____
Rental Length: _____ Start: _____ End: _____
Date(s) Requested _____

FEES AND RATES:

Fees Must be paid in advance to Worth County R-III School District if:

1. The organization is not affiliated with the school, and
2. The organization will be charging admissions or other fees, or
3. The use is outside of regularly scheduled custodial hours.

* Fees may be waived by the superintendent, if the activity is free and the majority of the activity is geared toward the PK-12 students. For example, boy scouts, girls scouts, 4-H meetings.

* Saturday or Sunday rentals are subject to \$25.00 opening fee.

Classroom	\$10.00 each
Gym Facilities	\$10.00
Multipurpose Room	\$5.00
Kitchen/Concession Stand	\$10.00
Cafeteria	\$10.00
Stage	\$15.00
Opening Fee	\$25.00
*based on 3 hour limit	

Will your group need access to the building to decorate or set-up before the time/day of use? Yes No
If yes, when? _____

Admission for your event is: Ticketed Invite Only Open to Public

Do you anticipate guests with special needs/physical challenges? Yes No Describe: _____

Will food be served? Yes No Describe: _____

Is special room set-up required? Yes No Describe: _____

Will there be a need for custodial services after the event? Yes No Describe: _____

Will outside equipment be delivered/picked up? Yes No Describe: _____

Is audiovisual equipment needed? Yes No (Additional charge) Describe: _____

General Conditions for Facility Use

User agrees that the property and facilities of the Worth County R-III School District (Facility herein shall be defined as the portion of the property wherein 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 conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the institution.
2. Tobacco is not permitted on school grounds.
3. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises.
4. The use of profane language or gambling in any form is not permitted in any facility.
5. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
6. User agrees to be responsible for any damages to any facility and/or property or injury to other persons caused by persons using the facility under this

Agreement.

7. User agrees to indemnify, defend and hold harmless WORTH COUNTY R-III SCHOOL DISTRICT, its board, administrators, employees and 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 persons 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.
8. User agrees to provide proof of comprehensive general liability insurance of not less than 2,000,000 per occurrence, which names the institution as an additional insured. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the institution can arrange for the procurement of Special Event insurance at the rate of \$77.00 (*83.00 with optional Participant coverage) per event day for 1,000 or fewer participants and \$107.00 (*118.00 with optional participant coverage) per event day when participation is over 1,000. Deductive is \$250 per claimant. Questions can be directed to the institution or the M.U.S.I.C. Team at our insurance provider at (800) 877-8218
9. Failure to abide by the terms of the Agreement may result in the immediate termination of the Agreement by the institution.
10. This Agreement may be modified only by the written agreement of the User and the institution.
11. Fees must be paid at the time reservations are confirmed. Payment is to be made to Worth County R-III School District.
12. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
13. The institution 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 institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
14. Users of facilities will abide by the General Conditions.

Signature of Primary Contact Person

Date

Signature of Building Principal

Date

INTERNAL USE ONLY				
Property Fees	Facility Fee	Opening Fee	Total Use Fee	
Gymnasium				
Cafeteria				
Kitchen				
Stage				
Multipurpose Room				
Classroom(s)				
Other:				
			Total Charge: _____	
Personnel Fees	Name of Employee	Total Hours	Hourly Rate	Total Charge
Custodian				
Food Service				
Other				
			Total Personnel Charge: _____	
			Total Charge for District Property: _____	

I have confirmed that District personnel named above has committed to working this event.

Building Administrator

Date

Notified Representative of organization of their approval or denial.

Signature

Date

- Tentative
- Confirmed
- Canceled

Please complete this form and send to superintendent for approval, NOT LESS THAN ONE WEEK IN ADVANCE OF EACH NON-SCHOOL ACTIVITY requiring the opening of the building after school hours. Approved copies will be returned to the Principal and to the Maintenance Dept. No approval can be given without the submission of these forms properly completed. It is the responsibility of the Building Administrator to contact Maintenance to obtain willing personnel to work the event requested prior to signing application, submitting the request to superintendent and notifying applicant if approved.

Superintendent Approval

Date