

## APPLICATION/AGREEMENT CONTRACT FOR BUILDING USE

It is the policy of the Republic R-III School District to allow the use of school facilities by the Republic Park Board, members of the community and other local civic organizations upon proper application and administrative approval. An established fee schedule will be used in order to determine the individual rate to be charged. In order to maintain appropriate use of school facilities, before use may be authorized, the following conditions must be read and agreed to by the responsible applicant(s).

**Care of Facilities** -- Any group authorized to use school facilities must exercise reasonable care practices. Upon leaving, lights should be turned off, windows secured, door(s) locked, or a custodian or other responsible person notified. Items found in classrooms or other facilities should be left as is; if any changes are made, such as the movement of chairs, these should be set up to be the way the facility was when entered, or arrangements need to be made to pay a custodian to do so. Similarly, arrangements need to be made for any cleaning that may have to be done as a result of the group's use of facilities. Facilities should be used for the function for which they were intended (i.e., a classroom is designed for sedentary use, not physical activity use, etc.). It should be understood that the primary purpose of school facilities is to serve the K-12 student population and that the school needs to see to it that facilities are treated with care so they can continue to be utilized in good shape for educational purposes for years to come. These requirements are not more stringent than the Republic School District expects of their own faculty members.

**Control of Personnel** -- Any group authorized to use school facilities must exercise reasonable personnel control. This is not just limited to maintaining reasonable behavior standards of the group using the facilities (which is often not a problem), but care must be taken that other extraneous people do not also enter the facilities. For example, a group using the gymnasium could attract undesirables who would hang out in and around the gym. Or, the group possibly would bring along children in their care who have no relation to the activity and who may enter other parts of the building or carry on unsupervised.

**Energy Requirements** -- In an effort to conserve energy, measures may be currently in effect or may be affected in the future. Heat for buildings, for example, may be turned off or reduced at certain hours, or maximum temperature settings may be defined. Groups using school facilities must do so with the understanding that these conservation measures will have to be adhered to.

**Pre-emption Privilege** -- Out of necessity, the schools must retain the right to cancel scheduled use of facilities or to schedule previously unscheduled school activities. While care will be taken to avoid duplicate scheduling, given the number of school events, a scheduling error is possible. In addition, a postponement of a school-sponsored activity may require a make-up date that would conflict with the use of facilities by an outside organization. In cases like this, while every effort will be made to avoid a conflict, the school may have to pre-empt the use of the facility.

**Liability** -- Any group authorized to use a school facility is responsible and liable for any damage, or loss to the facility during the use of the facility. In addition, the group must either carry liability insurance, or agree to stand responsible for any liability claims made against the school for any incident that occurred in connection with the group's use of a school facility.

**Food, Drinks, Smoking, Controlled Substances** -- Any group authorized to use school facilities must allow no smoking in the buildings, gambling, the drinking of intoxicating beverages or possession or use of drugs and other controlled substances on school premises. As a general rule, special permission must be obtained before food and drink may be brought in. If the kitchen is to be used, the outside group must hire a school cafeteria person to supervise.

**Additional Guidelines and Restrictions** -- As the group activities and school facilities vary, additional restrictions for a particular activity may have to be listed. The school reserves the right to add restrictions to the restrictions already in force, at any time.

Date of application: \_\_\_\_\_

Facility desired: \_\_\_\_\_

Organization requesting use: \_\_\_\_\_

Responsible person: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Time requested: \_\_\_\_\_

Purpose and description of intended use: \_\_\_\_\_

\_\_\_\_\_ Fee to be charged for facility only:

\* Please check if any of the following is needed:

Custodial required: \_\_\_\_\_ Food Service Required: \_\_\_\_\_ Technician: \_\_\_\_\_

**Additional Guidelines and Restrictions**

I assume responsibility and liability for any damage or loss to the facility or its contents during the use of the facility by the above-named organization. I also assume responsibility, whether assumed through insurance protection or personally, for any claims against Republic School District, or district personnel for any claims arising out of our use of any facility.

I recognize the schools priority in use of the facility, and assume the responsibility of enforcing the guidelines and restrictions imposed in this contract.

\_\_\_\_\_  
Signature of Responsible Person

Approved: Principal: \_\_\_\_\_

Superintendent or designee: \_\_\_\_\_

An agreement approved by the principal must be sent to the superintendents office for approval. The superintendent will keep the original and a copy will be sent back to the principal.

\* These services will be paid directly by the organization.

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**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Approved: 12/20/1999  
Republic R-III School District, Republic, Missouri

**COMMUNITY USE OF SCHOOL FACILITIES**  
*(Fee Schedules Governing Use of Building and Grounds)*

<b>Not for Profit Reservations</b>	<b>3 Hours</b>	<b>All Day</b>						
Main High School Gymnasium	\$150	\$300						
Middle School Gymnasiums	\$100	\$200						
Auxiliary Gymnasium	\$100	\$200						
Other District Gymnasiums	\$50	\$100						
Cafeteria	\$100	\$200						
Cafeteria/Kitchen	\$100	\$200						
High School Auditorium	\$200	\$400						
Middle School Auditorium	\$100	\$200						
Library	\$100	\$200						
Classroom	\$25	\$50						
<b>For Profit Reservations</b>	<b>3 Hours</b>	<b>All Day</b>						
Main High School Gymnasium	\$250	\$500						
Middle School Gymnasiums	\$200	\$400						
Auxiliary Gymnasium	\$200	\$400						
Other District Gymnasiums	\$150	\$300						
Cafeteria	\$100	\$250						
Cafeteria/Kitchen	\$150	\$400						
High School Auditorium	\$250	\$500						
Middle School Auditorium	\$150	\$400						
Library	\$100	\$200						
Classroom	\$50	\$100						
<p align="center">Custodian, Food Service and Technician must be paid directly by the organization to the district at the following rate:</p> <table border="0"> <tr> <td>Custodian</td> <td>\$30.00/hour</td> </tr> <tr> <td>Food Service</td> <td>\$30.00/hour</td> </tr> <tr> <td>Technician</td> <td>TBD</td> </tr> </table> <p align="center"><b>Reservations of any other spaces not noted above may occur at the discretion of the superintendent. Appropriate fees will be assessed.</b></p>			Custodian	\$30.00/hour	Food Service	\$30.00/hour	Technician	TBD
Custodian	\$30.00/hour							
Food Service	\$30.00/hour							
Technician	TBD							

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 12/20/1999  
 Revised: 12/16/2004; 2/21/2011, Effective 7/1/2011; 10/17/2011; 08/21/2014  
 Republic R-III School District, Republic, Missouri