



COMMUNITY USE OF SCHOOL FACILITIES
(Application and Contract for Use of District Property)

- School Activity Non-School Sponsored Group Activity

To be valid this contract must be signed and returned to the Superintendent's Office with payment before use can be granted.

Name of Applicant and Organization		Date		
Applicant Address				
Home Phone		Work Phone		
Purpose of Rental				
Building/Area Requested				
Date(s) Requested				
Time(s) Requested		<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM
		<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM
Custodian Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Building Approval/Date				

The organization agrees to pay the applicable fee(s) for the use of District facilities.

Type of Employee(s) Needed	# of Employees Needed	# of Hours	Hourly Rate*	Total Cost
Custodian(s)				00
Food Service Employee(s)				00
Other:				00

Total Personnel Charge: \$ 00.00

Type of Property Needed	School Building	Number of Hours Needed	Facility Fee	Total Cost
Gymnasium				
Auditorium				
Cafeteria				
Kitchen				
Band Room				
Classroom(s) Numbers:				
Lobby/Sports Complex				
Gallop Field				
Other:				

Total Facility Use Charge: \$ 00.00

Total Personnel Charge \$0.00.00 + Total Facility Use Charge \$0.00.00 = **Total Charges: \$ 0.00.00**

The undersigned hereby makes application to Mexico School District for the above named applicant for the use of school premises and certifies that the information given above is correct. The undersigned further states that they have the authority to make this application and agrees for the applicant that they will observe all regulations of the Board of Education/Principal of the school in which the premises to be used are located and will promptly pay any agreed rental. The applicant will exercise the utmost care in use of the school premises/property and agrees to the conditions stated in this contract.

Signature of Representative of User Date Superintendent/Designee Signature Date
 Group and as Individual
 Volunteer District Employee

Receipt of Payment	
Custodian Assigned	
Other Information	

1. A building use contract does not include the use of school equipment, such as motion picture projectors, athletic equipment and band instruments. Renter will be responsible for any damage done to the school property during use. All damages must be paid as soon as determined.
2. The building use contract must be signed by a responsible citizen who is 21 years of age or older. Renters shall attend the events and provide supervision.
3. At the discretion of the Board of Education or its designee, the building use contract may be revoked at any time.
4. The building use contract is non-transferable.
5. All groups using a gymnasium must wear rubber soled shoes or a type that will not mar or scar the gymnasium floor.
6. Social dancing by school children will be permitted only when sponsored by the school faculty.
7. Groups using school property shall use all safety precautions for the prevention of fires. Corridors, exits and stairways shall be kept free of any obstruction.
8. The use of alcohol or drugs is prohibited in all school buildings and grounds.
9. Smoking is prohibited in all school buildings and grounds.
10. No school property shall be used for professional carnivals, displays of fireworks, gambling or professional athletics without prior approval from the Board of Education.
11. Non-school sponsored activities must provide a certificate which includes general liability and medical pay insurance with limits of at least \$1,000,000 per event and \$100,000 per person prior to contract approval.
12. Use of the Mexico High School Sports Complex, including the weight rooms, will require supervision by a school district employee who is paid at an hourly rate.
13. Contracted use should terminate no later than 9:00 PM at Mexico Junior High School, 10:00 PM at Mexico High School and 9:00 PM at all elementary schools.
14. When a gymnasium is set up for classroom use by the instructional staff, that gymnasium will not be available for contracted use.
15. Non-school groups may contract for building use a maximum of two days per week.
16. If a school employee requests use of a facility for practice and the facility is available, that employee must be present when the group practices and must be responsible for supervision and clean up.
17. Prior to contracting a non-school sponsored student athletic activity, each participant must sign a release waiver in the event a certificate of liability insurance cannot be provided.
18. No food or beverage will be sold or served without permission.
19. All regulations and guidelines for facilities and equipment usage apply to the employees of Mexico School District.
20. Permission for use of school facilities may be granted when the net proceeds will be used for charitable, civic or public relations but not for commercial or personal uses. Applicable charges will be on a cost recovery basis (i.e. custodian @ \$15/hour and 25% of the actual building rental rates).
21. Building rental charges will not apply to school sponsored events and activities or when the events and activities benefit the students of our district. This will be determined by the superintendent or his/her designee.
22. CAFETERIA INFORMATION FOR USE OF KITCHEN: A cafeteria employee will be on duty whenever the kitchen is used for any extra activity. The number of employees assigned is determined by the size of the group using the kitchen. Employees are paid overtime for hours worked beyond regular work assignment. Saturday and Sunday hourly rates are at time-and-one-half. Minimum charge(s) for cafeteria employee(s) is two hours.

Whenever refreshments are served requiring the use of the cafeteria equipment, it shall be necessary to make arrangements with the Board of Education to employ some members of the cafeteria staff to supervise the use of the cafeteria equipment.

Any school affair (chili suppers, PTA meetings, McMillan Carnival, etc.) will be billed for cost only. There will be no charge for the kitchen and equipment.

A non-school activity will be charged a fee for the cafeteria and equipment which is set by the superintendent or designee.

* Overtime will be at a rate of 1.5 times.

In the event school is closed due to weather conditions, all scheduled activities will be canceled and opportunity to reschedule or refund rental fee(s) will be made.

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

Implemented: December 8, 2005

Mexico School District No. 59, Mexico, Missouri