



Facility Use Application & Agreement

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Instructions:

Please read and complete both pages of this application, sign and return to 3221 Route H, Faucett, Mo 64448, Attn: Chris Kendrick at least ten (10) working days prior to your event. Submit all requested documents (certificate of insurance and head injury form) with application. Lack of requested documentation will result in return of your application without processing.

Today's date: _____

Purpose of activity/event title: _____

District facility requested: _____

Classroom Room # _____ HS Gym _____
 Library _____ Elem Gym _____ Kitchen _____
 Commons _____ Saferoom _____ Other: _____
 MPR _____ Field _____

Single activity date: _____ Start time: _____ End time: _____

Recurring activities: Beginning date: _____ End date: _____

Monthly Weekly Start time: _____ End time: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Applicant/Organization information:

Organization Name: _____

Representative Name & Title: _____

Billing address: _____

Phone: _____ Cell: _____ Email: _____

On site person and cell phone: _____

Equipment/setup requirements:

Who will check out keys? (Name) _____

Participants: Youth: _____ Adults: _____

Mid Buchanan R5 school District's use of building has priority over community use. The District reserves the right to cancel any use of facilities should the use conflict with a District function; or in order to perform maintenance at the facility; or in the event a power curtailment is required by the power or gas companies. Every effort will be made to give the user a twenty-four (24) hour notification of a cancellation.

I, the undersigned (hereafter referred to as "User"), agree that the information on this request is true and complete to the best of my knowledge. I further agree to abide by these conditions:

1. Fees will be billed. Fees must be paid within two (2) weeks of the invoice date if necessary.
2. Written notice of cancellation must be given at least five (5) days prior to the scheduled usage
3. date. Gym use: User will be held responsible for enforcing the following items:
 - a. No black-soled shoes on the gym/multi-purpose room floor;
 - b. Absolutely no street shoes on the gym floor;
 - c. Participants must be confined to gym area and rest rooms.
4. The User will be held responsible for costs of repair for damages or missing items as determined by Mid Buchanan Public
5. Schools. The User will provide proof of insurance as follows:
 - a. Mid Buchanan Public Schools must receive a certificate of insurance naming Mid Buchanan Public Schools as additional named insured, at least five (5) working days before facility use begins.
6. The User agrees to restrict attendance to the facility's legal capacity. All fire code rules and regulations will be strictly enforced.
7. The User will be held responsible for control of all individuals present during the time of the facility use.
8. User must comply with all federal, state, and local rules and regulations and not discriminate on the basis of race, color, national origin, sex, age, or disability.
9. User agrees to notify the District of any accidents immediately, and fill out a District Incident Report.
10. Equipment (e.g., basketballs, volleyballs, etc.) to be provided by the User.
11. Mid Buchanan Public Schools reserves the right to concessions if the User requests them.
12. **NO** alcohol, smoking, tobacco products, drugs or firearms are allowed on District property.

User Group Categories:

- I. **School or Child-Related Groups or Other Government Agencies** include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation.
- II. **Non-profit or Other Groups** include those organizations which might wish to use school facilities for lectures, promotional activities, political rallies, entertainment, college courses, wedding receptions, community parties, funerals, community fund raisers, sororities, adult recreation, etc., or other activities for which public halls or commercial facilities generally are rented or owned. Rental charges may be waived when a service club or other non-profit group is raising funds for charitable purposes.
- III. **Commercial Enterprises** includes profit making organizations and business-related enterprises. While the District would prefer organizations to use commercial or private facilities.

User group fees include rental, utility, maintenance, kitchen, and/or custodial fees.

Agreement: *the User agrees to protect, indemnify and hold harmless Mid Buchanan Public Schools, its elected and appointed officials, employees, agents, staff, and volunteers from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the users activities and/or use of premises, except for the sole negligence of Mid Buchanan Public Schools. Further, the User hereby acknowledges that he/she has read this form and agrees to abide by said conditions.*

Signature of Applicant: _____

Date: _____