

The Meadow Heights R-II District provides facilities for use to a variety of organizations inside and outside of the school district. All Meadow Heights R-II activities take precedence over outside organizations.

STEPS:

- ⇒ **Determine your GROUP** using the chart below.
- ⇒ Check the fee schedule for the facility you wish to use (Page 2). Both Facility and Personnel charges may apply.
- ⇒ Read the School Facilities Information, Rules and Regulations, and Terms and Conditions (Pages 2-4).
- ⇒ Complete the application for use of school facilities (Page 5).
- ⇒ Send the Use of School Facilities to: dbristow@meadowheights.k12.mo.us You are agreeing to the terms and conditions contained within this communication. Please allow four weeks for approval.

<p style="text-align: center;">Group 1 - Internal</p>	<p style="text-align: center;">Group 2 - Educational/ Community Use</p>	<p style="text-align: center;">Group 3 - Scholarship</p>	<p style="text-align: center;">Group 4 – Non-District Activity</p>
<p><i>All Meadow Heights R-II approved school - affiliated activities and organizations, including student and staff organizations using District accounts for all accounting functions.</i></p>	<p><i>NON-PROFIT Organizations that contribute to the education of Meadow Heights R-II students or staff, but are not directly associated with Meadow Heights Public Schools.</i></p>	<p><i>Organizations or Individuals (including staff) that charge students or staff for participation in education/athletic activities.</i></p>	<p><i>(Sponsor is an individual, or non-profit organization)</i></p>
	<p>Examples include: Boy and Girl Scouts, PTO.</p>	<p>Examples include: tutoring, athletic or academic camps with any funds not going through District accounts.</p>	<p>Examples include: Private meeting, birthday party, one-time event or performance.</p>
<p><u>REQUIREMENTS</u></p>	<p><u>REQUIREMENTS:</u></p>	<p><u>REQUIREMENTS:</u></p>	<p><u>REQUIREMENTS</u></p>
<p>Group 1A – within normal working hours</p>	<p>Group 2—outside of normal working hours</p>	<p>Group 3 - Outside normal working hours (standard rental rates apply)</p>	<p>Group 4 - Outside normal working hours (standard rental rates apply)</p>
<ol style="list-style-type: none"> 1. No charge, no requirements. 	<ol style="list-style-type: none"> 1. A school employee must be present. 2. Hourly Personnel charges for Custodial unless waived by the superintendent. 3. Certificate of Insurance or signed waivers for each person in attendance. 	<ol style="list-style-type: none"> 1. Hourly Facility Charge for the duration of your event. 2. Hourly Personnel charges for Custodial. 3. Certificate of Insurance or signed waivers for each person in attendance. 4. A school employee must be present. 	<ol style="list-style-type: none"> 1. Hourly Facility Charge for the duration of your event. 2. Hourly Personnel charges for Custodial. 3. Certificate of Insurance or signed waivers for each person in attendance. 4. A school employee must be present.

HOURLY RATES

Hourly facility charges apply to the scheduled rental hours.

Hourly Personnel Custodial Overtime Charges will be added to each rental outside of normal working hours.

	Group 1 (Internal)	Group 2 (Educational)	Group 3 (Scholarship)	Group 4 (Non-District Administrative)
APR (All Purpose Room)	N/C	N/C	\$25.00	\$25.00
Classrooms	N/C	N/C	\$10.00	\$10.00
Cafeteria	N/C	N/C	\$25.00	\$25.00
Gymnasium- cannot be used without special permission from the Superintendent	X	X	X	X
Kitchen- Must obtain special permission from the Superintendent	N/C	Hourly Staff	X	X

Hourly Personnel Charges

Custodial	\$25.00
Food Service- Kitchen	\$25.00

The Facility/Personnel Fee Schedule is approved by the Board of Education.

- Facility and personnel labor fees are assessed to protect the investment made by our community. Fees are used to cover the expense of personnel, facility maintenance and up-keep as well as supply and utility costs.
- An employee must be present during any activity or event and serve as a paid representative of the district. School employees may not be paid directly from any individual, group or organization. Organization employees or volunteers may not be used in lieu of a school district employee.
- Use beyond the time specified in the agreement is subject to additional fees charged in 1/4 hour increments.
- Cancellations require 48 hours notice prior to the scheduled event. Failure to notify or will result in a minimum personnel custodial charge of \$50.

School Cancellations - In the event school is cancelled due to weather or any reason beyond the control of the school district, events previously scheduled for that day or evening will also be cancelled. The cancellation may extend into weekend days and evenings.

Applicant agrees to the following rules governing use of Meadow Heights R-II Public**Schools facilities: Violation of rules and regulations may result in loss of rental privileges**

1. **School functions take precedence over any and all requests.** The use of said areas shall not in any way interfere with school activities. The organization is responsible for cleanup for all areas used. Damage to any facility must be reported immediately to the school employee on duty.
2. School facilities shall not be used for anything other than use approved in the User Agreement. Group participants are only permitted in the area requested and are not allowed access to other rooms in the building. Entry into other areas of the facility will be considered trespassing and may result in removal from the building.
3. A school custodian, and/or other employee as designated by the district, must be present during the activity or event. School employees are not permitted to loan their building keys to an outside organization.
4. Groups using facilities must provide supervision, as approved by the district, and must be present for activities involving children. Children must be supervised by an adult at all times. The Group assumes full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use. The Group warrants that it has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors (including children of the participants) to determine their suitability for working with or being present with minors during the group's use of the property.
5. All activities must be orderly and lawful, and must comply with all federal, state and local laws. All activities must also follow the Meadow Heights R-II Board Policy. An outside organization shall not restrict participation in an activity or event taking place at a school facility because of an individual's race, religion, creed, sex, national origin or disability.
6. Inappropriate behavior found to be offensive, vulgar, violent, or lewd may result in the immediate cancellation of the event and may result in the site requestor be banned from future use of facilities.
7. Alcohol, illegal drugs, weapons or explosives, tobacco products (including e-cigarettes, vapors, etc.) are prohibited in school facilities and on school property.
8. The number of attendees may not exceed the occupancy load authorized and must be in compliance with local fire codes.
9. It is expressly agreed and understood that this agreement shall not operate or be construed to create the relationship of landlord and tenant between the District and Group under any circumstances whatsoever.
10. Outside organizations or internal organizations may not sublease school facilities to other organizations or individuals, or transfer or assign their use agreement to anyone.
11. Food and beverages, if approved in advance, are allowed inside of designated areas only.
12. Outside groups may not make any modifications to school facilities in order to accommodate their use of the facility. This includes modifications to the electrical, heating, cooling, ventilation or plumbing systems, or to the structure or grounds of the facility. Signs, banners, permits, etc., may not be erected or displayed on school property unless the permission of the district is obtained in advance and only if such displays do not deface school property.
13. Parking is permitted only in designated areas.
14. The district reserves the right to require security or additional custodial personal as required (additional charges may apply).
15. Outdoor sports including but not limited to football, baseball, softball, and soccer are not permitted inside school facilities.
16. Groups using facilities are responsible for consulting with the district leadership/ site administrator regarding compliance with the existing school/building safety plan.
17. Proof of Insurance, when required, or waivers must be provided at least 5 days prior to scheduled event.

TERMS AND CONDITIONS AUTHORIZED REPRESENTATIVE - ONE PER GROUP

One person should be designated by the contracting organization to assume the responsibility for the conduct of all other persons in the organization. That person's name, address and phone number should appear on the application for use of facilities.

ALL requests must be made by the designated organization representative. No communications relative to the use of any facility shall be made through third-party representatives. The individual representing the contracting party shall assume full responsibility for assuring that the regulations set forth in the agreement are followed. The designated organization representative will be responsible for any and all payments due to the District.

INVOICES

Payment is due upon receipt of invoice unless otherwise noted. Groups may be required to pay the estimated facility/personnel cost prior to the event. Unpaid invoices may prevent a group from being permitted to use district facilities.

Payment should be remitted to:

Meadow Heights R-II School District

Attn. Donna Bristow

Route 5 Box 2365

Patton, MO 63662

INSURANCE COVERAGE

The applicant will procure and maintain at its sole cost and expense, comprehensive general liability insurance with limits no less than **\$1,000,000** per occurrence.

A Certificate of Insurance must be provided naming as certificate holder and additional insured on a primary and non-contributory basis:

Meadow Heights R-II School
District

The Certificate of Liability Insurance must be returned with the completed facility use application, and must provide evidence of coverage for the dates being scheduled.

CONTACT INFORMATION

Questions regarding the group status of your organization or use of facilities may be directed Donna Bristow, 573-866-0060.

RESPONSIBILITY FOR DAMAGES

The Renter is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Renter's use of the facility and all tangible property.

HOLD HARMLESS CLAUSE

The applicant shall indemnify, defend and hold harmless Meadow Heights R-II Public School, the Board of Education, its officers, agents, servants and employees from an against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of property, directly or indirectly arising out of or relating to, or in connection with the applicant's use of Meadow Heights Public Schools pursuant to this agreement.

ACTIVITY/EVENT INFORMATION

Meeting Tournament/Meet Game
 Practice Fundraiser
 Fundraiser Camp or Clinic
 Other: _____

LOCATION/SITE REQUESTED

ROOMS REQUESTED

DATE & TIME NEEDED

NOTE: FACILITIES ARE NOT FOR AVAILABLE ON NON-SCHOOL DAYS—i.e. HOLIDAYS)

DAY MONTH DATE TIMES

ORGANIZATION / CONTACT INFORMATION

 Name of Individual or Organization

 Organization Representative (Contact)

 Address

(____)_____
 Phone

 Email Address

Meadow Heights R-II

Application For Use of Facility

ORGANIZATION/GROUP STATUS

A Federal Tax ID# is required in order to receive the nonprofit rate. If you do not have a tax id #, you will be considered a private interest group.

For Profit - Local Civic Group

Not For Profit - You must provide a 501c3

Tax ID #: _____

User hereby agrees to all of the charges, usage rules, and terms and conditions noted in the Meadow Heights Public Schools Use of Facilities document (Pages 1-5). The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this agreement and bind the organization hereto:

Name: _____

 Signature

 Date

PLEASE COMPLETE THE FACILITY USE APPLICATION AND RETURN TO:

Donna Bristow
 Meadow Heights R-II
 Route 5 Box 2365
 Patton, MO 63662

PLEASE INCLUDE A COPY OF YOUR CERTIFICATE OF LIABILITY

Is facility setup or equipment required?

Scoreboard Basketball Goals

Volleyball Nets

PA/MIC SCREEN PROJECTOR

CHAIRS #

TABLES # Setup

Other:

Will concessions be sold? Y N

Is the event open to the public? Y N

Is this activity sponsored by the school district? Y N

Is this a fundraising activity? Y N

Do funds raised go into a school district account? Y N

District Use: Approved Declined

Group 1 2 3 4

Signature: _____ Date: _____

