

COMMUNITY USE OF DISTRICT FACILITIES

**(Hold Harmless and Proof of Insurance)**

De Soto 73 Public School District  
Athletic/Activities Office  
815 Amvets Drive  
De Soto, MO 63020  
636-586-1058

The \_\_\_\_\_ requests the use of  
*(Name of Organization)*

\_\_\_\_\_ for the purpose of  
*(Specify Building and Equipment to be used)*

\_\_\_\_\_ on \_\_\_\_\_  
*(Type of Activity) (Date and Time of Meeting)*

The use of the building and/or equipment is subject to the conditions as outlined below:

We, \_\_\_\_\_, agree to protect, indemnify, save and keep harmless the De Soto 73 School District and its employees against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify, save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises specified in this request. We will comply with and perform all the requirements and provisions to and required by the De Soto 73 School District.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save and keep harmless the De Soto 73 School District.

We also agree to notify the District of any damages or hazardous conditions immediately, and to discontinue use of the premises immediately until the condition can be corrected.

All Non-District-related groups will need to provide the District with proof of liability insurance in the form of a Certificate of Insurance naming the De Soto 73 School District as an additional insured.

Signature: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Signature of District Official: \_\_\_\_\_ Date: \_\_\_\_\_

Charges for use of building and/or equipment: \_\_\_\_\_

COMMUNITY USE OF DISTRICT FACILITIES

***(Application for Permit to Use District Facilities)***

Per Board Policy/General Administration Regulations #1420, indoor and outdoor facilities of the De Soto 73 School District may be reserved upon completion of the application below. Persons signing the application agree to comply with all of the provisions of the District's Community Use of School Facilities Policy and Procedures (available on the District's website). Requests for Elementary or Jr. High facilities – other than gymnasiums – should be returned for approval to the Principal's office of the requested building. Requests for all District gymnasiums and all High School facilities should be returned to the District Athletic Director's office for approval.

**ALL REQUESTS MUST BE ACCOMPANIED BY A CERTIFICATE OF INSURANCE NAMING DE SOTO 73 SCHOOL DISTRICT AS AN ADDITIONAL INSURED.**

Applicant must supply all information requested on this form before the application can be processed. Completed application must be presented to the appropriate District personnel at least three (3) weeks prior to the date requested for use. Fees, when applicable, must be paid in full two (2) weeks prior to the date requested and made payable to "De Soto 73 Schools District". All forms and fees must be approved 1 week prior to the date of the event.

**GROUP/ENTITY INFORMATION**

Name of Group or Entity: \_\_\_\_\_

Group or Entity is: Governmental \_\_\_\_\_ Non-Profit \_\_\_\_\_ For-Profit \_\_\_\_\_ De Soto District Organization \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**USE REQUEST INFORMATION**

Type of Property Needed:

Gymnasium: Athena \_\_\_\_\_ Vineland \_\_\_\_\_ Junior High \_\_\_\_\_ High School East Gym \_\_\_\_\_

***(High School Stadium, Track and Main (West) Gym are not available for use to Outside Groups)***

Cafeteria/Multi-Purpose: Athena \_\_\_\_\_ Vineland \_\_\_\_\_ Junior High \_\_\_\_\_ High School \_\_\_\_\_

Classroom: Athena \_\_\_\_\_ Vineland \_\_\_\_\_ Junior High \_\_\_\_\_ High School \_\_\_\_\_

Library/Media Rooms: Athena \_\_\_\_\_ Vineland \_\_\_\_\_ Junior High \_\_\_\_\_ High School \_\_\_\_\_

Other: \_\_\_\_\_ (Description): \_\_\_\_\_

Date of Requested Use: \_\_\_\_\_ Time Requested: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

***Please note: On days when school is not in session due to inclement weather and/or holidays and when custodial staff is not on duty, indoor facilities will not be available to outside groups.***

***Gymnasiums at the HS & JH are generally UNAVAILABLE for use during the period August - May due to School-Sponsored Groups needing access. Availability of all facilities is limited during June - July due to Summer Cleaning schedule.***

Description and Purpose of Use \_\_\_\_\_

\_\_\_\_\_

**Groups may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise, a permit to use District facilities does not give permission for a group to use District equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The Superintendent or designee may provide access to equipment at his/her discretion and may charge a fee or a security deposit for its use.**

Please List any equipment needed: \_\_\_\_\_

\_\_\_\_\_

Est. Attendance: \_\_\_\_\_ Admission Charge: \_\_\_\_\_ Will Food or Beverage be served: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Note: Special permission is required and a staff food service worker may need to be present and paid the specified hourly rate)

Please attach the following documents to this application:

- \_\_\_\_\_ IRS letter verifying nonprofit status
- \_\_\_\_\_ Proof/Certificate of Insurance
- \_\_\_\_\_ Indemnity and Hold Harmless Agreement
- \_\_\_\_\_ Applicable fees and deposits

**SIGNATURE**

I, and the group/entity I represent, agree to pay the applicable fee(s) for the use of District facilities including, but not limited to, any required security deposits, personnel costs, equipment rental fees and insurance costs. I, and the group/entity I represent, understand that the District equipment cannot be removed from District property. We agree to exercise care in protecting and to prevent damage to District equipment. In the event damage to District equipment occurs, regardless of the cause, I, and the group/entity I represent, agree to reimburse the District for the repair or replacement of the equipment at the District's discretion. I agree to make sure members of the group abide by the rules and restrictions concerning District property and facilities. I will arrive before the activity begins and remain until all participants leave.

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature as Individual and Representative of requesting Group or Entity*

**FOR OFFICE USE ONLY**

Request for Use is:

\_\_\_\_\_ Granted as requested on this application

\_\_\_\_\_ Granted with the following alterations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied

If request is granted, indicate personnel needed and number of hours needed:

\_\_\_\_\_ Supervisory Personnel

\_\_\_\_\_ Custodians

\_\_\_\_\_ Security Staff

\_\_\_\_\_ Technicians

\_\_\_\_\_ Other: \_\_\_\_\_

Indicate Fees and Required Deposits:

\$ \_\_\_\_\_ Facility Use Fee

\$ \_\_\_\_\_ Equipment Use Fee

\$ \_\_\_\_\_ Personnel Costs

\$ \_\_\_\_\_ Total Fee Due from Group/Entity

\$ \_\_\_\_\_ Security Deposit Required to Hold Date

\_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Superintendent/Designee*

**FEE SCHEDULE ACCORDING TO CLASSIFICATION OF GROUP/FACILITY**

**CLASSIFICATIONS:**

- A. School Organizations – School-sponsored organizations/Activities (PTA, Booster) groups
- B. Non-Profit Groups & Organizations – Including Religious, Civic, Service
- C. Commercial – For-Profit Organizations

<b><u>CLASSIFICATION</u></b>	<b><u>FACILITY</u></b>	<b><u>HOURLY RATE</u></b> <b><u>(Excluding Custodial Fee)</u></b>
A. De Soto 73 Public School Organizations	All Facilities Accessible by District	N/C
B. Non-Profit Groups & Organizations	Multi-Purpose Rooms Cafeterias <b>Gymnasiums:***</b> Elementary Jr. High and HS (East Gym) Library/Media Center Classrooms Field Field Lights Any Non-District-Sponsored Camp/Clinic/Tournament/Meet Theatre	\$10.00 \$20.00  \$10.00 \$20.00 \$15.00 \$8.00 \$10.00 \$25.00 per activity  \$25.00 \$200.00
C. Commercial/For-Profit Organizations	Multi-Purpose Rooms Cafeterias Gymnasiums: Elementary Jr. High and HS (East Gym) Library/Media Center Classrooms Field Field Lights Any Non-District-Sponsored Camp/Clinic/Tournament/Meet Theatre	\$25.00 \$40.00  \$20.00 \$40.00 \$30.00 \$16.00 \$20.00 \$25.00 per activity  \$50.00 \$200.00

**\*\*\* High School (West Gym), Stadium and Track are not available for use by Outside Groups.**

- **All facilities are closed to Outside Groups on days when school is not in session due to inclement weather or Holidays and when custodial staff is not on duty.**
- **Gymnasiums at the High School and Jr. High are generally UNAVAILABLE for use during the period August – May due to School Sponsored Groups Needing Access.**
- **Availability of all facilities is limited during June – July due to Summer Cleaning.**

**Other Fees:**

***When applicable, personnel rates for the following positions will be charged according to hourly rates established by the District:***

***Athletic Field Personnel***

***Theater Technician***

***Track Supervision***

***Custodian***

***Theater Manager***

***Custodial fees will begin 30 minutes prior to the time access to the facility is requested and will end when cleanup is completed after the activity. There is a minimum three hour charge for all activities on weekends.***

***Payment/Cancellation: An invoice will be sent upon final approval of application and must be paid in full two weeks prior to activity start date. Cancellations must be in writing to the High School Athletic/Activities Office.***

***Questions? Contact the District Athletic/Activities office at 636-586-1058***