

Festus School District

2015-2016

Facility Usage Procedures/Policy

VISION STATEMENT

The Festus R-6 School District is committed to providing an environment that promotes academic excellence, recognizes the value and potential of each child and fosters positive character development. Through a shared spirit of unity between school, home and community, students are prepared to participate in, and become contributing members of, our democratic society.

MISSION STATEMENT

“Educating all children to meet tomorrow’s challenges.”

Submitted to the R-VI Board of Education 06/17/15

Festus R-VI School District Policy of Non-Discrimination

The Festus R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries related to District programs and practices along with the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Assistant Superintendent – Civil Rights Compliance (*Title VI/Title IX/Section 504/ADA/Age Act*); 1500 Mid-Meadow Lane; Festus, MO 63028; Telephone 636.937-8044. E-mail: llutt@festus.k12.mo.us

Festus R-VI School District Facility Usage & Rental Information

Facility Rentals
Festus R-VI School District
1515 Mid-Meadow Lane
Festus, MO 63028
(636) 937-4920
llutt@festus.k12.mo.us

The following procedures outline requirements for requesting use of any R-VI District Facility.

Applications may be obtained by contacting the Festus R-VI School District and/or via the R-VI website at: www.festus.k12.mo.us. Please be sure that you submit a current *Certificate of Insurance* that includes an *Additional Insured Endorsement* at time of submitting completed usage request form.

Festus R-VI believes that all children and youth in the Festus R-VI School District shall have equal opportunity to access facilities within the district through community organizations. We as a district are committed to providing equal opportunity for both boys and girls programs. Due to summer cleaning, facilities are not available for outside use from Mid-May through August of each year.

Festus R-VI School District facilities shall be made available for community use under necessary regulations, when such use is not in conflict with school operations. Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, group, or organization or the purposes they represent. Such use will be only at such times as the facilities requested are free from R-VI District curricular and extracurricular activities. The R-VI District reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the schools, for which satisfactory sponsorship is not provided, or when conflicts with other school events occur.

The Festus R-VI School District allows community use of selected gyms, cafeterias, fields, conference rooms, library media centers and classrooms. In order to maintain our facilities, the following fee schedule is applied. The charge varies from facility to facility and from group to group, depending upon the classification as provided by this policy. Any individual making a formal request for use of any District facility **MUST** be at least twenty-one (21) years of age.

All requests should be submitted to the school office where 'use' is being requested. All Stadium Track & Field Use Requests are to be submitted to the R-VI Activities/Athletic Director at Festus High School.

Completed packets must include the following forms when applicable:

- Facility Use Application
- Field Use Application
- Signed 'General Conditions for Facility Use' form

Also include at time of submission:

- Certificate of Insurance naming 'Festus R-VI School District' as an additional insured.
- \$100 refundable deposit (*Money Order, Check, or Cashier's check only*). *Deposit IS separate from any rental, custodial, or equipment fees.*

- Only applications that include an approved certificate of insurance will be considered. Upon review, if the facility is unavailable or the application is incomplete, a representative from the R-VI District will contact the applicant either by phone, e-mail, in-person, or U.S. mail. Approval of your organizations *Insurance* is required prior to your application being processed.
- **All organizations granted approval for facility use MUST provide a refundable deposit of \$100** to cover possible damages or excessive use that causes additional clean-up **AND pay in full the amount being assessed for all rental and equipment fees PRIOR to formally having the date(s) placed onto the facility use calendar.**

Organizations with outstanding fee balances on their account will NOT be granted use of any facilities until their account is paid in full.

- Organizations/Individuals that use Festus R-VI School District facilities must pay their balance at the time approval is granted. It is the responsibility of the user to keep balance(s) paid in full in order to maintain privileges for accessing the facility. The District will consider 'in-kind' donations in lieu of usage fees if specific circumstances are warranted.
- No refunds for rental use will be provided unless notice is provided at least 14 calendar days prior to the scheduled event/use date UNLESS the cancellation is at the direction of the R-VI District.
- If facility is being requested for use on multiple dates, all fees MUST BE PAID IN FULL prior to the date being formally reserved. Fees are not refundable unless an event is cancelled by the District.

*[All Checks should be made payable to: **Festus R-VI School District**]*

Festus R-VI School District
Attn: Accounts Receivable
1515 Mid-Meadow Lane
Festus, MO 63028

*For faster processing, please add your invoice number to the check and include the note: **Facility Use Payment***

You may deliver a payment to the following address:

Festus R-VI School District
Attn: Accounts Receivable
1515 Mid-Meadow Lane
Festus, MO 63028

If you have questions regarding your account please feel free to contact us. For prompt service, please have your invoice number available. Our office is available Monday through Friday 8 a.m. - 3:30 p.m. by phone (636-937-4920) or [via e-mail at pacox@festus.k12.mo.us](mailto:pacox@festus.k12.mo.us)

Fee Schedule According to Classification of Group/Facility

	CLASSIFICATION	FACILITY	<i>September 1, 2010 Hourly Rate (Excluding Custodial Fee)</i>
A	School Organizations <ul style="list-style-type: none"> School-sponsored organizations/activities (PTA/Booster) groups should be allowed to use facilities free when applicable. 	ALL FACILITIES Made Accessible by District	N/C
B	Non-Profit Youth Groups <i>Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts;)</i>	Activity/Multi-Purpose Rooms Cafeterias (ES; IS; MS; HS) Conference Rooms Roy Burnside Board Room Gymnasiums***: Elementary; IS & MS High School Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium**** Track (Competition Style)	\$5 \$5 \$5 \$10 \$5 \$10 \$10 \$10 \$5 \$50 (\$300 per day = 8 hours) \$35 (\$210 per day)
C	Non-Profit Youth Groups <i>Where majority of K-12 school age participants are non-residents of Festus School District.</i>	Activity/Multi-Purpose Rooms Cafeterias (Jr. & Sr. Highs) Conference Rooms Roy Burnside Board Room Gymnasiums***: Elementary; IS & MS High School Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Track	\$10.00 \$10.00 \$10.00 \$15.00 \$10 \$25 \$15.00 \$15.00 \$10 \$50 (\$400 per day = 8 hours) \$40 (\$240 per day)
D	Non-Profit Groups & Organizations <i>(Including Religious; Civic; Service)</i> Majority of participants non-K-12 nor school age	Activity/Multi-Purpose Rooms Cafeterias (Jr. & Sr. Highs) Conference Rooms Roy Burnside Board Room Gymnasium***: Elementary; IS & MS High School Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Track	\$15.00 \$15.00 \$15.00 \$20.00 \$10.00 \$30.00 \$15.00 \$15.00 \$15 \$85 (\$500 per day = 8 hours) \$40 (\$240 per day)
E	Commercial/ 'For Profit' Organizations	Activity/Multi-Purpose Rooms Cafeteria (ES; IS; MS & Sr. High) Conference Rooms Roy Burnside Board Room Gymnasiums***: Elementary; IS & MS High School Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Track	\$25 \$25 \$25.00 \$25.00 \$30.00 \$40.00 \$30.00 \$30.00 \$20 \$100 (\$800 per day = 8 hours) \$75 per hour (\$600 per day)
F	Non-Profit Enrichment/Graduate Classes/Education Enrichment/Graduate classes in support of classroom curriculum or Teacher Professional Growth when a tuition fee is assessed.	School building use only	\$5.00

*Gymnasiums at the HS & MS 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*

Custodial/Kitchen Personnel Pay Rate

Outside of regular hours \$16 per hour
(regular hours are normally 6:30 a.m. – 9 p.m.. Monday through Friday excluding holidays)

- Custodial/Kitchen Personnel Pay Rates Apply to All Classifications
- Custodial/Kitchen Personnel fees **MUST BE PAID** Directly to the individual at time service is rendered.

CANCELLATION POLICY: No refunds are given unless the R-VI District unless cancellation is made by the R-VI District due to a scheduling conflict or other unforeseeable event.

CHANGE FEE: A \$5.00 administrative fee may be applied for revisions made to original Confirmations.

EQUIPMENT FEES:

All equipment must be requested at the time of initial request for facility usage. Equipment usage fees apply to ALL Classifications. The R-VI Board of Education or their designee reserves the right to waive/modify any equipment usage fee or building usage fee as they deem appropriate.

Tables	\$20.00/rack (20 tables/rack) [\$1,00 each]
Chairs	\$20.00/rack (40 chairs/rack)[.50 cents per chair]
Smart Board & Projector	\$5 per hour [1 hour minimum]
Projector only	\$3 per hour [1 hour minimum]
Screen	\$5 per event
Scoreboard in GYM	\$15 per hour [2 hour minimum]
Scoreboard @ Stadium	\$15 per hour [2 hour minimum] or \$75 per full day
Message Center @ Stadium	\$20 per hour [2 hour minimum] or \$100 for full day. <u>Must</u> USE District Provided Personnel for Operation.
P.A. System @ HS; IS; MS; ES	Gym \$5 per hour [2 hour minimum]
P.A. System @ Stadium	Stadium \$5 per hour (2 hour minimum or \$25 per full day
Lights @ Stadium	\$25 per hour [1 hour minimum & 30 minute increments after the first hour]
Batting Cage @ Elementary School	\$15 per hour [1 hour minimum]
Restrooms	Included in Field/Facility Rental Fee
Locker Rooms	Included in Gym Usage Fee. No locker room at Stadium.
Track Equipment (<u>Hurdles; Standards etc.</u>)	\$50 per event

General Conditions for Facility and/or Stadium Use

1. User agrees the property and facilities of Festus R-VI School District shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the District and only for the purposes ad described herein.
2. All groups regardless of classification WILL pay a CUSTODIAL fee per hour as specified along with other necessary fees. A CUSTODIAN or approved District employee must be present for all activities as authorized by a District official. Custodial fees are to be paid at time service is rendered at BEGINNING of event.
3. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the District.
4. Smoking or use of tobacco products is NOT permitted in ANY District facility or any area of the campus *(outdoors & parking lots included)*.
5. The sale, consumption or possession of alcoholic beverages shall not be permitted on District premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or under the influence of liquor, be permitted on District premises. The primary contact person above will be held responsible for the enforcement of this rule.
6. The use of profane language or gambling in any form is not permitted in any District facility or throughout the campus.
7. No use of equipment shall be granted **unless an instructor or attendant**, approved by the Administration, is in charge of the rooms or equipment.
8. User agrees to be responsible for any damages to District facilities and/or property or injury to other persons caused by persons using the facility under this Agreement that are in excess of the \$100 deposit.
9. User agrees to indemnify, defend and hold harmless Festus R-VI School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries of damages sustained by any person as a result of the use of the District facility under this Agreement, not withstanding the negligence of Festus R-VI School district, it's board, administrators, employees, agents and volunteers.
10. **User agrees to provide to the District proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence which names the District as an additional insured.** The District reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the District. If needed, a policy can be bought by contacting (MUSIC) at 314-800-2276.
11. ***If a presently unscheduled school event requires the use of this facility, or conditions exist that in the eyes of authorized school personnel create a safety concern, the event may be cancelled and the fees returned. Gymnasiums at the H.S. & M.S. are generally NOT available for outside use during the months August – May.***
12. **For single & multiple usage events, all fees must be paid at the time reservations are confirmed.** Payment is to be made by check payable to Festus R-VI School District.
13. Refunds will only be given when the R-VI District elects to cancel a scheduled event. During the school year, facilities ARE NOT available Monday - Friday when school is NOT in session *due to a holiday break, inclement weather day, etc.*
14. The District reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The District also reserves the right to change reservations to other rooms/areas with the understanding that, if possible, comparable facilities will be provided. The District may cancel any scheduled event at its own discretion even on short notice *(i.e. inclement weather; power failure; etc.)*.
15. Users of District facilities will abide by all General Conditions.

Signature of Primary Contact Person

Date

FACILITY USE REQUEST
Festus R-VI School District

*RETURN completed form, along with requested proof of insurance **and** SIGNED 'General Conditions' to the Principal's Office at the school where event is to be held. Requests for the Stadium should be returned to the Athletic Director's office at the High School.*

Date Request Submitted: _____;

Specific Date(s) Facility Needed for Use:	Day(s) of the week <i>Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; Sunday</i>
Name of Group & Sponsor(s)	
Brief description of the requested facility use:	
Circle Appropriate Classification (<i>Subject to review by R-VI District</i>): A B C D E F [Refer to Classification Descriptions]	
What time do you want access to facility: <i>[Custodial fee begins at time access to facility is provided]</i>	What time will your use of facility 'end': <i>[Custodial fee concludes after clean-up is accomplished]</i>
If request is for an on-going, regular/weekly/monthly time, please describe: (<i>Attach Additional Sheets if necessary</i>)	
Location being requested: <i>High; Middle; IS; ES; Stadium;</i>	Particular Areas of facility needed: <i>[i.e. classroom(s), gym, multi-purpose; cafeteria, etc.]</i>
Rain plan/alternate site, if applicable	Estimated Attendance for event:
Name, Address, e-mail, & phone of primary contact person	Name, Address, e-mail, & phone of secondary contact person
Will your group need access to the building to decorate or set up prior to the time/day of the use? <input type="checkbox"/> Yes; <input type="checkbox"/> No If so, what time and date:	
Admissions standards for the event: <input type="checkbox"/> Ticket Required (admission); <input type="checkbox"/> Invitation Only; <input type="checkbox"/> Open to the Public	
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes; <input type="checkbox"/> No If yes, please describe:	
Will food and/or beverages be served or sold? (<i>special permission is required & a staff food service worker may need to be present and paid the specified hourly rate</i>) <input type="checkbox"/> Yes; <input type="checkbox"/> No If yes, please describe:	
Is special room set-up required (<i>i.e. chairs, podium, tables, etc</i>)? [a separate charge will apply] <input type="checkbox"/> Yes; <input type="checkbox"/> No If yes, please describe your needs:	
Will restrooms need to be available? (<i>a separate charge may apply</i>) <input type="checkbox"/> Yes; <input type="checkbox"/> No If yes, please describe:	

Will outside equipment be delivered/picked up? ___ Yes ___ No If yes, please describe:
Will audio-visual equipment be needed? (a separate charge may apply) ___ Yes ___ No If yes, please describe :i.e. screen; projector; microphone; computer, inflatables, etc.

For Office Use Only

Date Request Received: _____

The Event Referenced Above Is:

_____ Approved; _____ Not Approved

If event is 'Not Approved', the reason for denial is: _____.

Estimated Rental Fee:	Estimated Additional Fees
Amount of payment:	Date of payment

If a presently unscheduled school event requires the use of this facility, the event may be cancelled and the fees returned.

Certificate of Liability Insurance Received: _____ Yes; _____ No

Custodian Assigned: _____

Work Time for Custodian: _____

Food Service Personnel Assigned (if applicable): _____

Equipment Approved for use: [Be specific] _____

Payment of Fees in the amount of _____ on the date of _____ were assessed.

Signature of Building Principal/Athletic Director and Date: _____

Stadium Field Request Form

RETURN completed form, along with requested proof of insurance to the Athletic Director's office at the High School.

Date Request Submitted: _____;

Date Facility Needed for Use: <i>(circle those that apply)</i> Track; Field; Both Track & Field	Day(s) of the week Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; Sunday
Name of Group & Sponsor(s)	
Brief description of the requested Field Use:	
Briefly detail information about your 'organization'.	
Circle Appropriate Classification <i>(Subject to review by R-VI District):</i> A B C D E F <i>[Refer to Classification Descriptions]</i>	
What time do you want access to field:	What time will your use of the field 'conclude':
If request is for an on-going, regular/weekly/monthly time, please describe:	
Rain plan/ Alternate site, if applicable	Estimated Attendance for event:
Name, Address, e-mail, & phone of primary contact person	Name, Address, e-mail, & phone of secondary contact person
Will your group need access to the field to decorate or set up prior to the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what time and date:	
Admissions standards for the event: <input type="checkbox"/> Ticket Required (admission); <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public	
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Will food and/or beverages be served or sold? <i>(special permission is required & our local Booster Club may be given first chance to provide concession services)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Is special room set-up required <i>(i.e. yard markers; soccer goals; benches; etc.)?</i> [a separate charge may apply] <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your needs:	
Will restrooms need to be available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you need access to the Press Box: <input type="checkbox"/> Yes; <input type="checkbox"/> No (Separate Charge may Apply)	
Will you need use of the scoreboard: <input type="checkbox"/> Yes; <input type="checkbox"/> No (Separate Charge may Apply)	
Will you need use of the message center: <input type="checkbox"/> Yes; <input type="checkbox"/> No (Separate Charge may Apply)	
Will you need use of the P.A. system: <input type="checkbox"/> Yes; <input type="checkbox"/> No (Separate Charge may Apply)	
Will you need use of Stadium Lights: <input type="checkbox"/> Yes; <input type="checkbox"/> No (Separate Charge may Apply)	
If lights are needed, what is the duration? _____;	
Will you need access to locker rooms? _____	
Will outside equipment be delivered/picked up? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe	

For Office Use Only

Date Request Received: _____

The Event Referenced on Reverse Side Is:

_____ Approved; _____ Not Approved

If event is 'Not Approved', the reason for denial is: _____.

Estimated Rental Fee:	Estimated Additional Fees
Amount of payment:	Date of payment:

If a presently uncheduled school event requires the use of this field, the event may be cancelled and the fees returned.

Certificate of Liability Insurance Received: _____ Yes; _____ No

Custodian Assigned: _____

Work Time for Custodian: _____

Food Service Personnel Assigned: _____

Equipment Approved for use: _____

Payment of Fees in the amount of _____ on the date of _____ were assessed.

Signature of Activities Director/Date: _____