

**JACKSON R-2 SCHOOLS
221 S. OKLAHOMA ST.
JACKSON, MO 63755
Phone (573) 243-9501**

APPLICATION FOR USE OF FACILITY

(Fill out and return completely to Support Services ONE WEEK prior to date of use.)

Non school organizations that are contacting the facilities will be charged for the use of facilities, Checks are to be made payable to JACKSON R-2 SCHOOL DISTRICT

APPLICANT: _____ DATE OF APPLICATION: _____
DATE OF USAGE: _____ TIME OF USAGE: _____
FACILITY REQUESTING: _____ NUMBER OF ATTENDEES: _____
PHONE NUMBER OF APPLICANT: _____ SPECIAL NEEDS: _____
SETUP: _____

The applicant is responsible for reading, understanding, and agreeing to the following stipulations according to the Board Policy KG-R:

1. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover any damage to school property resulting from the organization's use of the facilities.
2. The person whose signature appears on the application will be held responsible for filling the terms of contract. **This individual must be a resident of the Jackson R-2 School District.**
3. Organizations desiring to serve meals must receive special permission from the superintendent or designee.
4. When school cafeterias are used, a cafeteria employee shall be appointed to supervise the use of equipment.
5. No apparatus or equipment shall be brought into the school buildings except upon written permission of the superintendent or designee.
6. Use of school equipment shall not be granted unless approval is received from the building principal and such equipment is properly supervised by an employee of the district, if deemed necessary by the building principal.
7. In case of an emergency, the superintendent reserves the right to cancel, at his or her discretion, any scheduled activities of a non-school group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
8. The use of tobacco products, alcoholic beverages, profane language, or gambling in any form is not permitted in school buildings.
9. A fee shall be collected from non-school individuals and organizations to pay for operational and custodial services. (At least one custodial staff member must be present at all times for custodial needs.)
10. Organizations need to have in writing the requested use of furniture and apparatus and setup of each item.
11. It is agreed by the undersigned and/or said organization renting school facilities, that they shall hold School safe and harmless from injury to person(s) or property which may occur to person(s) or property while coming into, attending, or leaving any building or property owned by School and rented by said organization.
12. Where possible, a certificate of insurance or hold-harmless agreement shall be provided by persons or organizations using facilities.

Office use only

CHARGES FOR USE OF FACILITIES:

Facility: _____ Kitchen: _____
Custodial: _____ Cook: _____
Chairs: _____ Tables: _____
Total: _____

The applicant agrees to all regulations that have been set by the Board Policy and has agreed to be responsible for the facility during usage.

APPLICANT

DATE

ADDRESS