

**JACKSON R-2 SCHOOLS
1352 ORCHARD DRIVE
JACKSON, MO 63755**

Phone: (573) 243-9531

Fax: (573) 243-9525

e-mail: sjbollinger@jackson.k12.mo.us

APPLICATION FOR USE OF FACILITY

(Fill out and return completely to Support Services at least 14 days prior to date of use.)

Non-school organizations are charged for the use of facilities.

Checks are to be made payable to JACKSON R-2 SCHOOL DISTRICT and sent to the above address.

APPLICANT: _____

DATE OF APPLICATION: _____

EVENT TITLE: _____

NUMBER OF ATTENDEES: _____

DATES OF USAGE: _____

TIME OF USAGE: _____

FACILITY REQUESTING: _____

SPECIAL NEEDS: _____

SETUP FOR EVENT NEEDED (if any): _____

The applicant acknowledges that the applicant is responsible for reading and understanding the following stipulations according to the Board Policy KG. The applicant agrees and acknowledges that the applicant and the organization represented, agree to the following terms and conditions:

1. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the applicant and 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 or in any way related to the organization's use of the facilities.
2. The person whose signature appears on the application is responsible for ensuring that the terms of contract are fulfilled. **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. The superintendent reserves the right to cancel, at his or her discretion, any scheduled activities of a non-school group. The District will endeavor to inform applicants of the cancellation in as timely a manner as possible.
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 the organization they represent, that they shall indemnify and hold School safe and harmless from damages due to injury to person(s) or property which occur to person(s) or property while coming into, being present in, or leaving any building or property owned by School and rented by said organization and that they are jointly and severally liable for any such damages incurred as a result of injury(ies) whether to property or to the person of the claimant.
12. Where possible, a certificate of insurance or hold-harmless agreement shall be provided by persons or organizations using facilities.
13. The terms and conditions found in the attached Guidelines and Procedures for use of District Facilities and Grounds are incorporated into this contract as if fully set out herein.

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. By signing here I certify that I have been given authority to enter this agreement on behalf of the organization listed above.

AUTHORIZED SIGNATURE

DATE

ORGANIZATION NAME

APPLICANT ADDRESS

PHONE

Jackson R-II School District

Guidelines and Procedures for use of District Facilities and Grounds

Scheduling Process:

1. Facility user groups or individuals interested in using district facilities, grounds and equipment are required to obtain prior approval by means of Application for Use of Facilities Form.
2. Request forms are available online at www.jackson.k12.mo.us or by contacting the district facility scheduler at 573-243-9531. Forms can be submitted through:
 - a. Mail to Facility Scheduler, 1352 Orchard Drive, Jackson, MO. 63755
 - b. Fax to 573-243-9525
 - c. Email to sjbollinger@jackson.k12.mo.us
 - d. Drop off at the Support Services Center behind Orchard Elementary School at:
1352 Orchard Drive, Jackson, Missouri
3. Request should be made at least fourteen (14) business days prior to anticipated use. Upon receipt of request, the Facility Scheduler will verify space availability, complete the approval process, and establish costs according to policy.
4. The requester will receive confirmation of the location, personnel required, and other requirements of use after the approval process is completed. Large events may necessitate the need for additional charges for supervision, setup, clean up, and trash removal.
5. The requester may be required to submit a partial payment and/or deposit to the Jackson R-II School District prior to use.
6. By requesting the use of a school facility, the applicant agrees and acknowledges that applicant assumes full responsibility for injury to persons and damage to property during the time facilities are used under this agreement and to comply with all rules and regulations regarding the use of school facilities. Further, the applicant agrees to indemnify the District for any damages, losses, or injury occurring or related to the use of the District's facility.
7. Representatives who have been granted permission to use facilities shall not reassign, transfer, or sublet the use of school property.
8. Non-school events scheduled during the school year will not be scheduled until after September 15th.
9. Without prior approval by the District, use will be denied.
10. Facilities will not be rented for private parties, including receptions and family gatherings.
11. School facilities cannot be used for games of chance, lotteries, or other activities classified as gambling.
12. The District reserves the right to deny or withdraw facility use approvals at any time.
13. The District reserves the right to amend charges for facilities usage.
14. School facilities will not be rented for political activities, including for fundraising events hosted for the purpose of supporting a political candidate or cause.
15. Applicants for use of school facilities must be at least 21 years of age.
16. When school is not in session (due to inclement weather, construction, safety updates, etc.) scheduled events will result in canceling or rescheduling.

Liability Insurance:

1. Groups or individuals using the district's facilities or grounds must furnish a certificate of insurance for liability limits of no less than \$1,000,000 per occurrence naming the Jackson R- II School District as an additional insured. Insurance may be in the form of a "Blanket" policy or a certificate for one-time events. Proof of Insurance or disclaimer forms must be provided before the event can take place. The applicant and organization agree to indemnify and hold the School District harmless from any expenses, costs, or losses that occur in connection with the use of the School District's facilities and grounds.
2. One-time event coverage may be purchased through the District's insurance company at the requestor's expense. An application can be obtained at www.musicprogram.org under applications.
3. The insurance requirement must be met at least two weeks prior to the event.

Requests for Use of Equipment:

Use of district equipment must be requested at the time the request form is submitted and will be billed according to policy and equipment schedule fee. Only equipment that is specified and approved can be used. **Approval must be given for equipment or decorations brought into a facility by a group.**

Equipment and decorations must be removed immediately following the purpose for which the facility is used. Groups will not be allowed to store materials or equipment in the school unless pre-approved by building principal or facility scheduler.

Usage Guidelines:

The following are facility usage guidelines:

1. All Events/Activities/Trainings are to be scheduled through the Facility Scheduler at the Support Service Building.
2. All groups must have a designated contact person that has signed the contract or request form who agrees to take responsibility for the events.
3. Only the rooms or designated areas granted in the original request shall be used.
4. Due to stringent hygienic accountability, kitchens are not to be used by outside or district personnel unless supervised by an employee under the direction of the food service department.
5. Ice machines may not be used from the main kitchen areas without prior approval from food service administration.
6. Classroom materials and/or equipment are not to be used without prior specific permission.
7. All rooms and areas should be returned in the same condition they were in prior to use.
8. Payments should be made at the Board of Education Office at 614 East Adams Street, Jackson, Missouri 63755.
9. All users shall be financially liable for damages to the facilities/equipment and proper supervision.
10. Gymnasiums will only be used for designed purposes (outside sports will stay outside).
11. During a normal school day, all activities may begin at 6 pm and shall be terminated by 10:00 pm on any given day unless prior approval by Facility Scheduler and Building Administrator.
12. No alcoholic beverages, illegal drugs, or smoking is allowed on school property.
13. Nothing shall be sold, displayed or given away without prior approval by Facility Scheduler and/or Building Administrator.
14. All sound equipment and electrical and mechanical equipment shall be used and operated only by school personnel or designee as approved by the Facility Scheduler. NO EXCEPTIONS.
15. No food or drink allowed in the auditorium.
16. Disorderly conduct of any kind will not be tolerated and may result in the immediate and future loss of the privilege to use the district facilities.

Priority Listing:

1. First priority will be given to school sponsored events.
2. Second priority will be given to Civic or non—profit organizations that are in the Jackson R-II School District.
3. Third will be given to other groups that are in the Jackson R-II School District.
4. Fourth priority will be given to groups or organizations by way of first come, first serve.
5. Others.

**Events may be rescheduled at the sole discretion of the District for any reason and the group or applicant agrees that the District shall not be liable for any costs or losses that result from canceling or rescheduling the event.

Facility Usage Rates:

Jackson Community Organizations:

- \$5 - \$50 per hour. Charge depends on the events connection to Jackson R-II Schools and community, duration of the event, and organization type.

Non-Jackson Community Organizations:

- \$50 - \$200 per hour. Charge depends on the events connection to Jackson R-II Schools and community, duration of the event, and organization type

Plus the following additional charges when used or assigned:

1. Custodial fees \$20 per hour/ custodian
2. Supervisory fees \$30 per hour/supervisor
3. Classroom Rental \$15 per hour/classroom
4. Sound for Auditorium \$69 per hour
5. Lights for Auditorium \$38 per hour
6. Tables \$4 per table /day
7. Chairs \$.50 per chair/day
8. Risers \$5 per section/day

Baseball/Softball Rules for Gym and Mezzanine use at Junior High

1. No football or soccer use is to be allowed in gyms—unless permitted by the Athletic Director to only Jackson hired coaches and their school endorsed team(s).
2. Baseball scheduling will only be allowed during the months of January, February and up to and including March 7. All scheduling will be done through the Facility Scheduler at the Support Services Building.
3. Baseball teams/groups that carry the title of the “Tribe” will meet during weekends, but not through the week. They will be under the High School’s Baseball coach or coach’s designee’s. The coach will assure the teams meet criteria liken to other baseball groups.
4. All baseball groups (other than tribe groups) must have 90% (majority) of Jackson School District Students. These groups may use the mezzanine (not the gym) during the week (school days). The following items are also required:
 - a. A maintenance fee of \$30/ session;
 - b. Time of rental begins at 6:00 pm and ends no later than 10:00pm.
 - c. Practice sessions will be limited to 1 ½ hours total;
 - d. Gymnasium may be use for basketball or volley ball groups while baseball session is using the mezzanine;
5. All teams must have insurance.
6. First come, first served.
7. Baseball groups may have the mezzanine more than once per week—only if there has been no other group requesting the mezzanine