

Grandview C-4 School District
Grandview Educational Administrative Center
13015 10th Street
Grandview, MO 64030

APPLICATION FOR USAGE - USAGE PROCESS

Thank you for your interest in the use of facilities within the Grandview C-4 School District. Following are process guidelines to follow when making a request:

- 1) Contact the administrator or designee at the district building housing the facility you wish to use
 - Building administrator will check their building calendar to verify availability
 - Building administrator will receive completed facility usage application packet
 - Building administrator will complete building-level approval and forward to Facilities Management Services
- 2) Items to submit to Building Administrator at the time of request:
 - Completed Request for use of District Facilities form
 - Certificate of General Liability Insurance (naming Grandview C-4 School District as additional insured party)
 - Completed Team Roster Certification (non-school organizations only)
 - Completed Indemnification, Hold Harmless, and Release Agreement
- 3) Once **ALL** items listed above are received, Building Administrator will forward your request to Facilities Management Services
- 4) Facilities Management Services will:
 - Assign proper custodial personnel as needed
 - Schedule HVAC for the event
 - Once approved, Facilities Management Services will forward to Central Office for further processing
- 5) Central Office will:
 - Verify team roster for qualifying percentage (75%)
 - Review your request to determine if security services will be required
 - Review your request to determine estimated costs associated with the request
 - Calculate estimated costs to organization, calculate deposit amount, establish due date for deposit
 - Communicate deposit amount and deposit due date to organization
 - Complete district-level approval
 - Communicate final approval to all interested parties
 - Requesting organization, building administrator, head custodian, Facilities Management Services, etc.
- 5) AFTER THE EVENT, Central Office will:
 - Receive time reports from district personnel assigned to the event
 - Create invoice for total charges for the event
 - Send invoice to organization for payment; terms are NET 30 days

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Grandview C-4 School District

Kenny Rodriquez, Ed.D., Superintendent of Schools

Joana King, Ed.D.
Assistant Superintendent
Curriculum and Instruction

Ann Marie Cook
Assistant Superintendent
Operations and Finance

Lori DeAnda
Assistant Superintendent
Human Resource Development

COMMUNITY USE GUIDELINES

PHILOSOPHY:

Public school buildings are designated primarily for school purposes. However, the Board of Education believes that the schools belong to the community, and welcome use of the school facilities and school grounds as long as such use does not conflict with educational programs of the district and the district incurs no additional expense to make school facilities or school grounds available.

GENERAL PROCEDURES:

1. Reciprocal agreements with community-based organizations and municipalities may be established by the superintendent or designee.
2. It shall be the practice of the Board of Education to charge appropriate fees to compensate the district for facility usage. The amount charged will be based on the purpose for which the facility is to be used, the extent of use, the cost of services of such use, and in accordance with the fee schedule developed under this procedure.
3. Approval for use of the school facilities and school grounds is contingent upon:
 - a. Not interfering or conflicting with regular school programs/activities.
 - b. Sponsored by a Grandview C-4 School District community group of which a majority of the members and/or participants reside within the district. The TEAM ROSTER CERTIFICATION must be completed and is subject to verification. Usage of school facilities and school grounds by non-resident groups requires approval by the superintendent or designee.
 - c. Not of a commercial nature unless specifically approved by the Board of Education or designee.
 - d. Subject to the "Limitations" set forth herein.
 - e. Contingent upon availability of human and physical resources to meet the needs of the user group.

LIMITATIONS:

1. All users must furnish written evidence of appropriate premises liability coverage (Certificate of Liability Insurance) with the Grandview C-4 School District named as an additional insured party. The amount of comprehensive liability coverage should be at least \$1,000,000.00 and must match the amount carried by the school district. Additional coverage may be required.
2. All users must submit a completed application for use of district property. Deliberately supplying false or fraudulent information on the application will minimally result in the user group being prohibited from using district property for one year and may result in a permanent restriction.
3. No food, drink, concessions, or vending machines shall be allowed on school district property unless prior approval has been given at the time of application.
4. No storage facilities shall be furnished by the district for equipment or supplies for outside user groups.
5. In accordance with law, when the district allows youth or community groups not affiliated with the district to use district facilities outside of school hours, the district will provide equal access and related services and benefits to groups officially affiliated with the Boy Scouts of America, Girl Scouts of the United States of America, Big Brother Big Sisters of America, Boys and Girls Clubs of America, or other groups or organizations listed in Title 36 of the U.S. Code that are intended to serve young people under the age of 21.

Only government entities or nonprofit community groups (such as the Boy Scouts of America or the Girls Scouts of the United States of America) directly serving district students are permitted to use school buildings during the two hours before and two hours after the official academic day, 10:00 P.m. Monday through Friday, and 6:00 a.m. to 11:00 p.m. on Saturday. Any change in the foregoing hours must have prior approval by the Board of Education or designee.

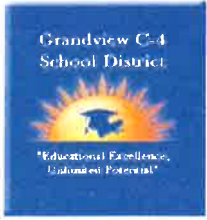
6. Groups may not use district buildings or grounds on days when school is not held or on the weekends without approval by the Board of Education or designee.
7. Special apparatus or equipment shall not be used without prior approval and only when a district employee is present for the operation and care of the equipment. An additional fee will apply.
8. The purpose for the use of the school facilities must be clearly stated in the application and shall not be contrary to federal, state, or local laws or Board of Education policy.
9. A building shall not be open unless a district custodial or other authorized district staff member is on duty and present.
10. The use of alcoholic beverages, tobacco, or illegal drugs on school property is strictly prohibited.
11. Use shall not cause damage to the school facilities or grounds beyond ordinary wear.
12. All groups shall be expected to conform to fire regulations and life safety codes regulated by jurisdiction having authority.
13. Nothing is to be attached to the walls, ceilings, or floors without prior written approval.
14. Use of school facilities and school grounds shall be restricted to only that area of the school which was approved in the original application. Usage of facilities or grounds beyond what was approved on the original application will result in additional fees being charged.
15. No printed material, online advertising, broadcast, or other publication can list the district as a participating partner with any event without prior written approval.

SUPERVISION AND RESPONSIBILITY:

1. The amount and type of supervision and security required of user groups shall be determined by the district. Costs and arrangements for supervision and security will be the responsibility of the user group.
2. Each user group must have a contact person in place throughout the event who is at least 21 years of age. This adult will be responsible for the actions of the user group. The user group's adult in charge shall be required to arrive early and remain until all participants leave and the conditions of the facilities are properly inspected by the appointed adult in conjunction with a designated district employee.
3. The user group shall agree to pay for all damages or loss to property beyond ordinary wear. In the event of damage to school property, all costs must be paid by the user group before any further permits shall be approved or honored.
4. The user group is liable for any injury, damage, and/or costs during the time of the group's use.
5. Kitchens will be available to user groups ONLY with prior written approval and ONLY when a Grandview C-4 School District food service employee is present for the operation and care of the equipment.

APPLICATION AND APPROVAL:

1. All requests for use of school facilities must be completed on the forms provided. The application for use of a building or grounds may be secured from the building administrator at the site for which application is being made. It is also available, for printing only, online. All completed applications should be submitted to the building administrator.
2. The application shall identify the person responsible for the user group requesting use of the facility and the application must be signed by that person. This individual, who shall agree personally and/or on behalf of the user group on whose behalf he or she is authorized to sign to be responsible for any damage to the property other than ordinary wear and tear due to such occupancy and to indemnify and hold the district and its employees, officers, and agents harmless for all liabilities and losses arising out of the permitted use, and for the strict observance of these rules and regulations.
3. All applications for usage of school facilities or school grounds shall be received at least two weeks prior to the date of requested use. The application process for school property usage will begin on July 1, annually for the fiscal year.
4. No application shall be issued by telephone.
5. In the event of a change of the school schedule, the school shall have first priority for the use of the school facility and any agreement made with a user group may be terminated or altered at any time by the district.
6. The approved application is only for the date(s) specified and for the purposes set forth therein. Any changes or updates needed must be submitted on a new application.
7. An application is non-transferrable.
8. After approval of the application, the applicant shall be furnished a signed copy of the user agreement.
9. The Grandview C-4 School District reserves the right to deny an application. The refusal to grant an application for use of school facilities and/or school grounds may be appealed in writing to the superintendent or designee.
10. The Board of Education reserves the right to terminate, at any time, usage of school facilities and grounds by outside user groups.



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REQUEST FOR THE USE OF DISTRICT FACILITIES

Organization: _____

Exempt - School Organization Non-School Organization* Commercial Organization

***Must complete the TEAM ROSTER CERTIFICATION form for verification purposes (see #8).**

Purpose of Event: _____

Facility Desired: _____

Date of Event: _____ Time of Event: _____ to _____ AM/PM

Time doors are to be opened or District employee to be on hand to unlock (if needed): _____ AM/PM

Number Attending Event: _____ Will Admission be Charged: YES NO

Provisions Needed (if any): _____

Requested By: _____
(Group Leader) Name Address Phone

E-Mail Address: _____ Alternate Contact: _____
(For Communication, Billing, etc.)

Send Statement To: _____
(Bill & Invoice) Name Address Phone

Person in Charge of Event: _____
(Day of Event) Name Address Phone

School District Employee Sponsoring (if applicable): _____

Please read and initial the following prior to signing request (initialing indicates your agreement):

- _____ 1) Approved organizations are subject to cancellation when conflicts arise with the use of a facility for a school event.
- _____ 2) Facilities shall be used by non-school groups and commercial organizations ONLY if there is a custodian or responsible school representative present. A Grandview C-4 School District employee or designee must be present at all times.
- _____ 3) Security services may be required depending on the number in attendance and nature of event. Need for security services will be determined by the Assistant Superintendent of Operation and Finance. The cost associated with these services will be billed to the organization.
- _____ 4) The use of any Grandview C-4 School District equipment is forbidden. Exceptions will be considered ONLY if noted on this facility usage form, approved by the building administrator, and supervised by a District employee or designee.
- _____ 5) Concession rights at any activity are reserved for school groups unless otherwise stipulated in writing by the Superintendent or Assistant Superintendent of Operations and Finance.
- _____ 6) Sponsoring organizations are to provide adequate supervision prior to, during, and for a reasonable time after the event. Gambling, drinking, possession of alcohol and/or controlled substances, firearms, or other improper conduct on school premises is strictly prohibited. Inability to maintain adherence to these rules and provide proper and adequate supervision of event participants, parents, coaches, or others in attendance could lead to denial of ALL future access to and use of Grandview C-4 School District facilities.

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- 7) Non-School Organizations and Commercial Groups **MUST** provide a Certificate of General Liability Insurance in advance. This Certificate of Liability Insurance must have Grandview C-4 School District named as an additional insured party. The approved organization agrees to pay for all damages to school property beyond ordinary repair. The Grandview C-4 School District does not assume any liability due to accidents either by participants or other persons prior to, during or after the time of use. **NO APPLICATION WILL BE APPROVED WITHOUT A CERTIFICATE OF GENERAL LIABILITY INSURANCE AT THE TIME OF APPLICATION.**
- 8) Non-School Organizations (not Commercial Organizations) are required to complete the **TEAM ROSTER CERTIFICATION** to provide written evidence that seventy-five percent (75%) of the participants in the event are residents of the Grandview C-4 School District. Failure to complete the TEAM ROSTER CERTIFICATION will result in denial of the facility usage request.
- 9) **DEPOSIT:** A deposit will be required from all Non-School and Commercial Organizations prior to final approval of the event. This deposit will be fifty percent (50%) of the estimated TOTAL charges to be billed for the event. An ESTIMATED charge will be calculated by the Operations and Finance Department and communicated with the Organization. A date for payment of the deposit will be established and communicated at that time.
- 10) **RETURNED CHECKS:** Any returned check(s) will be assessed a \$30.00 returned check fee. All future payments must be made via cashier's check, money order, or cash ONLY.
- 11) **LATE PAYMENTS:** All invoices are NET 30. Any accounts left unpaid after 30 days from the date of invoicing will encounter immediate RESTRICTED USE of any Grandview C-4 School District facilities. This restriction will include all current usage AND any future requests received. This restriction will remain in place until the account is PAID IN FULL.
- 12) I have reviewed, understand, and agree to the facility fee schedule and staffing/cost requirements listed below.

FEE SCHEDULE PER DAY

BUILDING	EXEMPT SCHOOL GROUPS	NON-SCHOOL ORGANIZATIONS	COMMERCIAL ORGANIZATIONS
School Classroom	\$0.00	\$9.00	\$18.00
Elem. Multi-Purpose Room/Cafeteria	\$0.00	\$54.00	\$72.00
Middle School/C.A.I.R. Auditorium/Gym	\$0.00	\$108.00	\$135.00
Middle School Cafeteria	\$0.00	\$54.00	\$72.00
Senior High Cafeteria	\$0.00	\$72.00	\$90.00
Senior High Auditorium	\$0.00	\$225.00	\$450.00
Senior High North/South Gym	\$0.00	\$225.00	\$450.00
Senior High Baseball/Softball Field	\$0.00	\$225.00	\$450.00
Senior High Football Field/Track (Day-Time Use)	\$0.00	\$225.00	\$450.00

CUSTODIAL: If the requested time of usage is during a period when custodial personnel are not regularly on duty, in addition to facility fees listed above, the District will bill the organization for actual costs of custodial coverage. This fee could be time-and-a-half (Saturday) or double time (Sunday) plus benefits with a minimum of two (2) hours.

SECURITY: If it is determined that security will be required for the event, in addition to facility fees listed above, the District will bill the organization for actual costs of security services. This fee is \$35.00/hour plus benefits.

FOOD SERVICE: If an organization is requesting use of any District kitchen, in addition to facility fees listed above, the District will bill the actual cost to the District for food service personnel. No kitchen may be utilized or operated without food service personnel present.

I have read and understand the regulations of the Board of Education governing the use of the facility. By signing this document, I do agree to comply with those rules and regulations. In addition, I have reviewed and understand the Community Use Guidelines provided.

Signature of Responsible Party: _____ Date: _____
 (Organization signature)

Building Calendar Approval: _____ Date: _____

Building Administrator Approval: _____ Date: _____

Facilities Management Approval: _____ Date: _____

Central Office Approval: _____ Date: _____

DISTRICT USE ONLY - ORGANIZATIONS/GROUPS DO NOT WRITE IN THIS SPACE

BUILDING ADMINISTRATION USE ONLY (initial upon completion - prior to submitting to FMS)

_____ Form completed in its entirety (no spaces left blank, all items initialed, signature in place)

_____ Certificate of Liability Insurance received (Non-School Organization or Commercial Organization)

_____ Team Roster Certification received (Non-School Organization)

_____ Indemnification, Hold Harmless, and Release Agreement received

FACILITIES MANAGEMENT USE ONLY

Date received by FMS: _____

Custodian(s) assigned:

HVAC scheduled/programmed

CENTRAL OFFICE USE ONLY

Date received by CO: _____

_____ Team Roster VERIFIED
 _____ % of GC-4 resident participants

Security Assigned:

NOTES:

ESTIMATED COSTS

Facility Rental: \$ _____

Custodial Services: \$ _____

Security Services: \$ _____

Cafeteria Services: \$ _____

Damages, Etc. \$ _____

TOTAL: \$ _____

DEPOSIT OF 50%: _____

DEPOSIT DUE DATE: _____

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Indemnification, Hold Harmless, and Release Agreement

INDEMNIFICATION:

The group or organization listed herein, its officers, directors, employees, agents and clubs, hereby referred to as "Lessee", agrees and acknowledges that the use of the Grandview C-4 School District facilities is and shall at all times be at the Lessee's sole risk, and Lessee shall and does agree to indemnify, protect, defend and hold the Grandview C-4 School District, its affiliates, officers, directors, contractors, employees, agents, invitees, guests and representatives harmless from and against any and all liabilities, claims, losses, costs, damages, expenses, liabilities, demands, causes of action, judgements, settlements and penalties, including without limitation, costs, expenses, and attorney's fees arising in any way out of, resulting from, or in connection with:

- a) The use or occupancy of the district facilities by the Lessee and/or any of its affiliates, officers, directors, employees, agents, contractors, representatives, and invitees (collectively, any and all "Lessee Parties");
- b) A violation of any laws, or any negligence, omission, or willful misconduct by any of the Lessee Parties in conjunction with the use of District facilities; and/or
- c) Any default under the Agreement by Lessee.

The terms of this section shall remain in effect after expiration or termination of this Agreement.

HOLD HARMLESS:

Lessee will hold harmless the Grandview C-4 School District, its officers, directors, employees, and agents, from and against all claims, losses, costs, damages, and expenses, including without limitation, reasonable attorney's fees, relating to or in any way connected with injury or death of any person or damage to real or personal property resulting from or arising out of any negligent act or mission of Lessee, including but not limited to the Grandview C-4 School District officers, directors, agents, or employees.

RELEASE:

Lessee, on behalf of itself, and, to the fullest extent permitted by law, the Lessee Parties, and all of its and their successors and assigns, hereby RELEASES, QUIT-CLAIMS, and FOREVER DISCHARGES the Grandview C-4 School District, its affiliates, officers, directors, contractors, employees, agents, invitees, guests, and representatives of and from any obligation and liability related to the Lessee's use of District facilities.

Organization: _____

Address: _____

Telephone: _____ E-Mail: _____

Purpose of Event: _____

Event Date: _____ Event Time: _____

GC-4 Facility Used: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

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TEAM ROSTER CERTIFICATION

Non-School Organizations (not Commercial Organizations) are required to complete the TEAM ROSTER CERTIFICATION to provide written evidence that at least seventy-five percent (75%) of the participants in the event are residents within the Grandview C-4 School District attendance boundaries. Failure to complete the TEAM ROSTER CERTIFICATION will result in denial of the Request for use of District Facilities.

Please list **ALL** participants (not just Grandview C-4 School District residents):

PARTICIPANT NAME	PARENT/GUARDIAN NAME	ADDRESS	GC-4

Add additional pages as necessary.

By signing, I acknowledge that the names provided are an accurate and truthful representation of the participants in this event. I understand that the information provided is subject to verification and I agree to participate with the Grandview C-4 School District in their verification efforts. I understand this information is subject to onsite verification and attendance during the event operation.

Signature: _____ Date: _____