



## AGREEMENT FOR USE OF SCHOOL PREMISES



NORTH CALLAWAY R-1 SCHOOL DISTRICT  
2690 THUNDERBIRD DRIVE  
KINGDOM CITY, MO 65262

Please complete the following information and return forms to the **Building Principal** of the building you wish to use for your organization.

**Location of Facility to be Used:**

Auxvasse  Hatton-McCredie  High School  Williamsburg  TLC

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Areas Requested: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Time (From-To) \_\_\_\_\_

*Weekday Availability: 6:00 PM-10:00 PM; Weekend Availability: 8:00 AM-10:00 PM*

Will Admission be Charged:  Yes  No If yes, amount to be charged: \$ \_\_\_\_\_

Purpose of the Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Any group not affiliated with the school must provide written proof of insurance along with signed agreement. (See page 4 for acceptable insurance documentation.)**

All arrangements for use of school premises shall be made with the Building Principal **AT LEAST ONE WEEK IN ADVANCE OF USE.** The Superintendent will make the final decision as to use and charge for such use. Upon the approval of the Superintendent, you will be contacted. The charge(s) for use of the premises is due 24 hours prior to the date of the activity. Make check payable to "North Callaway R-1 School District" and mail or deliver to Central Office.

***If the District is closed due to inclement weather, the group will not be able to use the facility.***

**Please check all that apply to help the District better determine the eligibility  
and/or fees associated with the use of the facility.**

- This is a regular PTO Meeting or PTO Council Meeting.
- Our organization will be using the gym.
- I am aware the organization is responsible for cleanup. If a custodian is needed, the organization will be charged for the wages accrued during the event.
- This is Boy Scout, Cub Scout, Girl Scout, or 4-H Meeting.
- This activity will not endanger the building or persons attending.
- I am aware renting the facility on Saturday or Sunday could incur an additional charge over and above the minimum charge.
- Refreshments or meals will be served.
- The kitchen area will be used. I am aware the organization will be charged for the wages accrued for the District staff needed to supervise the use of equipment.
- A majority of the organization's members are residents of the North Callaway R-1 School District.
- Proper adult supervision will be provided by the organization, if minors are present.
- The person signing the agreement and fulfilling the terms of the agreement, is a resident of the North Callaway R-1 School District.
- Money obtained during the organization's fundraising activity  **will**  **will not** be used for Districted improvement.
- School equipment will be used. I am aware the organization will be charged for the wages accrued for the District staff needed to supervise the use of equipment.
- I am aware the use of tobacco products, alcoholic beverages, profane language or gambling in any form is not permitted on school premises. Any person under the influence of alcohol or drugs is not permitted on school premises. It is the responsibility of the organization to enforce this policy.
- I am aware fees will be collected from non-school individuals and organizations to pay for operational, custodial, kitchen services, and equipment supervision.

- I am aware if a key is issued (weekend occupancy only), I will pick up the key from the school office after 2:00 PM, but before 4:30 PM, on Friday and will return it to the school office prior to 12:00 PM the following Tuesday. (No exceptions will be made to hold a key longer than stated here.)
- I am aware if the rules are not followed as I have agreed to in this Agreement for Use of School Premises, I will not be allowed to use District facilities in the future.
- I am aware if the District is closed due to inclement weather, the organization will not be able to use the facility.

## **Regulation 1420 Community Use of School Facilities**

### **Use of Buildings**

1. NO PUBLIC USE WITHOUT PERMISSION. In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the Superintendent or the Board. Applications for the use of the premises shall be made in writing, and shall state the date and purpose of the use, no admission charge is to be made for the purpose of raising funds for non-district activities. Parent/teacher organizations, Scout, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building to hold meetings or entertainments on other than the regular meeting night unless written application is made for the use of same as provided above.

No charge will be made for any "strictly school" activities or for regular meetings of the PTO or executive council of the PTO. No charge will be made to Scouts or similar organizations so long as no additional cost is incurred in custodial support, who would not normally be on duty and if no extra work is incurred in setting up chairs, equipment, etc.

1. The use of the school buildings on Saturday and Sunday should be limited. When the buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge is required. Keys can be issued for building use on weekends only. Keys are to be check in and out as use occurs. When a key is issued, the key can only be issued at times as stated on the building use agreement.
2. Special permission must be received to serve refreshments.
3. CANCELLATION OF APPLICATION: Any cancellation of reserved dates must be made in writing at least twenty-four hours before the date on which meetings are scheduled. The Board of Education reserves the right to cancel any arrangements for use of buildings upon due notice in advance.
4. RENTAL CHARGE PAYMENT: All rental charges for use of buildings are due and payable at least twenty-four hours before the date on which the building is to be used.
5. SALE, CONSUMPTION OR POSSESSION OF INTOXICATING LIQUORS OR ALCOHOLIC BEVERAGES shall not be permitted on School District premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on School District premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
6. DAMAGE OR BREAKAGE occurring in any building or ground on account of the activities of an organization using it as a meeting place shall be paid for by the organization.
7. No use of equipment shall be granted unless an instructor or attendant, approved by the Board of Education, is in charge of the rooms or equipment.

The following regulations have been established to govern the use of school facilities by non-school groups:

1. Written application for a permit to use school facilities shall be made with the Superintendent/designee for a date satisfactory to the requirements of the school program.
2. The Superintendent/designee will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
3. The Board shall have final authority in interpreting Board policy, and in settling disputes regarding the eligibility of non-school group's use of District facilities.
4. A majority of an organization's members must be residents of the School District before the organization's application for use of school facilities will be considered.
5. 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 facility.
6. The person whose signature appears on the application will be held responsible for fulfilling the terms of the contract, and must be a citizen of the School District.
7. The Board shall not surrender its control of school property, and shall have the right to countermand the use of any school premises at any time if it decides it is in the best interest of the District. Use of school premises shall not be granted if it interferes with school-sponsored activities.
8. Any service club may have the use of the school building and charge admission, only when the money obtained is to be used for school improvement.
9. Organizations desiring to serve meals must receive special permission from the Superintendent/designee.
10. When school cafeterias are used, a cafeteria employee shall be hired to supervise the use of equipment.
11. No apparatus or equipment shall be brought into the school buildings except upon written permission of the Superintendent/designee.
12. 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.
13. Buildings will be closed on school holidays such as Thanksgiving, Christmas, Martin Luther King's Birthday, Washington's Birthday, Spring Break, Easter Vacation and Summer Break.
14. When the Superintendent/designee has declared the schools "closed" because of inclement weather, the buildings will be closed.
15. The Superintendent/designee shall have the authority to approve routine applications. If, in the Superintendent's/designee's opinion, an application calls for the use of the building for extraordinary purposes, the application shall be referred to the Board of Education. "Extraordinary purposes" shall include such programs or activities beyond the routine activities that have by custom and practice become acceptable to the Board.
16. In case of an emergency, the Superintendent/designee reserves the right to cancel, at his/her discretion, any scheduled activity of a non-school group. Such cancellation shall be made as early as possible so that all persons involved can be notified.
17. The use of tobacco products, alcoholic beverages, profane language or gambling in any form is not permitted in school buildings.
18. A fee shall be collected from non-school individuals and organizations to pay for operational and custodial services and/or Kitchen.

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**Board Approved Date:** February 20, 2014

**I have read, understand, and will abide by the School Board policies and regulations for building use as defined by this agreement and Regulation 1420.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

4/13/2021

## **Documentation Options for Proof of Insurance for Use of Building Premises**

Please include this documentation along with the signed Agreement for Use of School Premises.

### **Option #1**

Have “North Callaway R-1 School District” added as an insured party on your group’s/organization’s insurance and provide a copy of this along with the completed “Agreement for Use of School Premises” form (recommended by Missouri United School Insurance Council, M.U.S.I.C. the School District’s insurance advisory consortium).

### **Option #2**

Insure your group through a special event coverage or one day coverage plan from an insurance provider and provide a copy of this along with the completed “Agreement for Use of School Premises” form (recommended by M.U.S.I.C.). A list of resources is attached to this document.

### **Option #3**

Complete the “Hold Harmless Agreement” and provide a copy of this along with the completed “Agreement for Use of School Premises” form. \*(Not recommended by M.U.S.I.C.)

***\* When someone uses the North Callaway R-1 School premises without liability insurance there is the possibility they might be held personally liable.***

<b>Insurance Resource List</b>	
<b>Company</b>	<b>Contact Information</b>
M.U.S.I.C.	Beanie Drewett - 800-877-8218
Graham Insurance	Bruce Graham - 573-642-6077
Naught-Naught Agency	Gabe Atkinson - 800-245-5727
PTO Today	<a href="http://www.ptotoday.com">http://www.ptotoday.com</a>
RV Nuccio and Assoc.	<a href="http://www.rvnuccio.com">http://www.rvnuccio.com</a>
Francis L. Dean and Assoc.	<a href="http://www.fdean.com">http://www.fdean.com</a>
Scott Agency, Inc.	Matt Speight – 573-564-2237

**NORTH CALLAWAY R-I SCHOOL DISTRICT  
HOLD HARMLESS AGREEMENT**

We, \_\_\_\_\_,  
(Name of chairman and name of organization)

agree to protect, indemnify, save and keep harmless North Callaway R-I School District, its employees, Administrators and the Board of Education 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 and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises for the purpose of

\_\_\_\_\_ and comply with and perform all the requirements and provisions agreed to and required by North Callaway R-I School District during the period commencing \_\_\_\_\_ at the premises of \_\_\_\_\_.  
(date) (location)

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 North Callaway R-I School District, and whose signatures do not appear on this agreement.

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

\_\_\_\_\_  
Signature of Person Wishing to Use Premises

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

----- FOR CENTRAL OFFICE USE ONLY -----

**Building is Tentively Scheduled for the following:**

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

**FEE WORKSHEET**

<b>Facility</b>	<b>Private</b>	<b>Estimated Cost</b>
Building	\$_____/hour	\$
High School Gym	\$200	\$
Elementary Gym	\$100	\$
Cafeteria	\$20	\$
Media Center	\$20	\$
Classroom	\$20 each	\$
Kitchen*	\$35 + \$_____/hr for wages	\$
Custodian	\$_____/hr for wages	\$
Food Service		\$
Employee Supervisor	\$_____/hr for wages	\$

**\*Must employ an OPAA! staff member.**

**Private:** Individuals, Political, Family Groups, etc.

**Community:** Basketball Teams, Baseball Teams, Softball Teams, Girls Scouts, Boy Scouts, Cub Scouts, Brownies, 4-H, Service Organizations

\_\_\_\_\_  
**Building Principal Approval** **Date**

\_\_\_\_\_  
**Superintendent Approval** **Date**

**Group Notified on** \_\_\_\_\_ **by** \_\_\_\_\_

Copy sent to Building       Copy Sent to Organization       Copy filed at CO

Key Check Out Date: \_\_\_\_\_ Key Check in Date: \_\_\_\_\_