

## Facility Use Request Independence 30 School District

### Instructions

**Completed forms must be returned to the facility/school where you are applying**  
**\*Insurance verification (item 13) must be included with this form**  
**For more information please refer to the General Conditions for Facility Use or contact**  
**Building Administrator**

**If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled. To avoid penalties, cancellations must be made 48 hours before the function.**

Requested Location/Building:	Requested Room/Area/Grounds:	Estimated Attendance:
Group/Sponsor and the purpose of facility use:		
Day and Date facility is needed:		
Use start time:  (must be in 1 hour increments, High Schools & Middle Schools are unavailable before 4:30 PM when school is in session)	Use end time:  ( <b>NO</b> building use after 9:00 pm)	
PLEASE PRINT: Primary contact information		
Name: Address: Phone: Email:	Secondary contact information	
Will your group need access to the building to decorate or set-up before the time/day of the use? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> If so, when? <span style="float: right;">(This time will be added to the invoice)</span> (Note that groups are not permitted to set-up or store supplies and equipment in facilities during school hours or when the facility is being used for school purposes)		
Admission standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public		
Will food be served? If yes please describe: <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>		
Is special room set-up required? If yes, please describe: <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>		
Will outside equipment be delivered/picked up? If yes, please describe: <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>		
Will any equipment such as tables, chairs, pianos, etc be needed? (Note that groups are not permitted to use the District's audio, visual, lighting, staging, and rigging equipment, aside from the house lights.) <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>		

If yes, please describe:

Use of equipment will be contingent on the express written consent of the building principal and approval of the Superintendent. If equipment is not located in building event is being held, group will be required to bring their own or additional fees will be incurred.

Facility Rental Fee: \_\_\_\_\_ Custodial Fee: \_\_\_\_\_ Other Fee: \_\_\_\_\_ Total Rental Charges: \_\_\_\_\_

Renter Please Print & Sign \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this Facility Use Request, Renter agrees to abide by the General Conditions for Facility Use and the Supplemental Terms and Conditions for Use by church or religious groups, if applicable. Signee also verifies that they are of legal authority to sign for the entity.

Approved  Rejected

Building Administrator Signature/Date:

Central Office Administrator Signature/Date:

## Turf Field Guidelines

### Activities that are Strictly Prohibited and Cause for Immediate Removal

- Gum
- Sunflower seeds
- Metal spikes/cleats
- Tables without feet protectors
- Tape
- Food
- All liquids, only water is permitted (nothing else, including Gatorade)
- Mud/Dirt
- Paint
- Heavy equipment, such as mobile camera lifts
- Tents
- Pointy objects (heeled shoes, umbrellas with pointed ends)
- Animals, except legal assist animals
- Needles or other small metal objects, such as thumb tacks
- Toxic, flammable or other dangerous materials
- Anything illegal/illicit or inappropriate on school premises

### Gymnasium /Wood Floors

- Gymnasium to be used for intended purpose only
- Proper footwear gym soft sole white non-skid shoes only
- No outdoor sports permitted

This application serves as the "permit" and must be made available for review by district staff while using district facilities.

**Groups Failing to have this permit available will be asked to leave the premises immediately.**

### General Terms and Conditions for Facility Use

User agrees that the property and facilities of the Independence 30 School District (facility herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, fields, sidewalks, hallways and restrooms) 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 Independence 30 School District and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the Independence 30 School District.
2. The Independence 30 School District seeks to ensure that all children have access to a quality education and tools that enable them to achieve their full potential and to fully participate in the social, economic, and educational opportunities of our local community, state and nation. The use of District facilities for any purpose contrary to that goal or the interests of public education shall not be permitted.
3. The use of school facilities shall not be permitted for private commercial purposes.
4. The use of all school facilities for any purpose whatever shall first be cleared through the principal or person in charge of the property in question and ultimately by Facilities Service. Application forms shall be secured from the principal. Use during summer months may be cleared through the Director of Facilities Services.
5. No school building shall be used by non-school groups without the presence of a school custodian or responsible representative of the school.
6. Special permission must be received to serve meals.
7. Smoking is not permitted on any Independence 30 School District property.
8. The sale, consumption, possession or those under the influence of alcoholic beverages or illegal substances shall not be permitted on the 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 the premises. The primary contact person above will be held responsible for the enforcement of this rule.
9. The use of profane language, including language that is demeaning or disparaging in nature is not permitted.
10. Gambling in any form is not permitted in any facility.
11. The Independence 30 School District is fully committed to its Board Policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin (or other classification as applicable). Any violation of the Independence 30 School District's Board Policies or regarding non-discrimination or any applicable state or federal statute by groups using the District's facilities will be grounds for termination of the rental agreement. Each group and/or organization must be accompanied by one adult (21 years of age or more) who has been placed in charge and who is responsible for the actions of the group or organization. The organization's adult in charge will be requested to arrive prior to the gathering of persons and will remain until all persons leave the building and the building condition is properly checked.
12. Groups will not be permitted to use any audio, visual, staging, or lighting equipment, including but not limited to spotlights, sound systems, stage lighting, and rigging owned by the Independence School District, with the exception of houselights, which groups will have the option of turning on. The use of any other District-owned equipment such as furniture (including but not limited to pianos, stage equipment, tables, chairs, etc.) is contingent upon the express written consent of building principal and approval by the Superintendent or designee. Any use of District equipment of any kind without the prior approval of the District is grounds for termination of this agreement.
13. Groups will be permitted to bring, set-up, and use their own equipment and supplies while using school facilities. However, groups are not permitted to store these items in District buildings or on school grounds. The only occasion where groups will be permitted to store their supplies or equipment on District property is when the rental agreement is for more than one consecutive day no school activity is being held at that facility in between uses by the renter. For example, groups may be permitted to bring equipment/supplies to a facility on Saturday evening prior to a Sunday morning event. The District will not accept any responsibility for damage occurring to the supplies and equipment of outside groups.
14. All logos, emblems, insignia, and other District and/or building images shall be and remain the property of the Independence 30 School District. Any group not affiliated with the District that is using District's facilities shall not represent any affiliation with the District. In the event that a group using District facilities chooses to make audiovisual recordings using non-school owned equipment, groups will be responsible for covering any school logos, emblems, or other identifying images prior making the recording.
15. Concession rights at any activity conducted in a school are reserved for school groups unless otherwise stipulated in writing by the principal and approved by the Superintendent of Schools. P.T.A. activities may be authorized directly by principals.
16. User agrees to promptly pay for: (1) the actual costs of any and all medical expenses for any injuries that occur to any person as a result of the user's use of the Independence 30 School District facilities; and (2) the actual cost of replacing or repairing any property that is damaged as a result of the user's use of the Independence 30 School District facilities. User knowingly, voluntarily, and for adequate consideration releases and waives and further agrees to indemnify, defend and hold harmless the Independence 30 School District, its board members, administrators, employees, agents, insurers, and volunteers from any and all claims, demands, suits, actions, and liability arising or alleged to arise in any manner out of injuries or damages sustained by any person of the use of the Independence 30 School District
17. facilities or any other use under this Agreement, notwithstanding the negligence of the Independence 30 School District, its board, board members, administrators, employees, agents, insurers and volunteers.
18. Groups not affiliated with the Independence 30 School District agree to provide proof of comprehensive general liability insurance of not less than \$1,000,000.00 per occurrence, which names the Independence 30 School District as an additional insured.

Initials \_\_\_\_\_

19. The School 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. Proof of insurance needs to be included upon submittal of facility use request.
20. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the Independence 30 School District.
21. In certain situations fees will need to be paid at the time reservations are confirmed. All payments are to be made by check payable to Independence 30 School District at the business offices of the Board of Education, 201 N. Forest Ave., Independence, MO 64050.
22. Any payment to custodians or other school personnel for extra work shall be made only through regular school payroll channels. No payment shall be made directly to a school employee by any group using school facilities.
23. Cancellations are accepted up to 48 hours prior to the facility use. Cancellations of less than 48 hours may result in penalties.
24. All permits issued for the use of school facilities are subject to cancellation whenever conflicts arise with the use of facilities for school purposes. When possible, due notice will be given, but it is not mandatory.
25. The Independence 30 School 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 Independence 30 School District also reserves the right to change/cancel reservations as needed.
26. This agreement may be modified by the Independence 30 School District as needed.
27. Users of facilities will abide by the General Conditions.

#### General Responsibilities of Event Sponsors/Contacts

28. ***In the event of school cancellation all outside events may be cancelled.*** Event sponsor/contact is responsible for all participants, guests and any other person attending the event. Sponsor/contact must also ensure your group stays in the area applied for. Do not let participants/guest walk the halls or wander around the building.
29. Ensure the event has the appropriate amount of security and chaperones to maintain safety and security.

Initials \_\_\_\_\_

**Schedule**  
**FACILITY AND EQUIPMENT FEE SCHEDULE**

	\$ Hourly	Minimum	School Day Non-School Day
<b>Playing Fields</b> (Does not include lights, P.A., or scoreboard)			
Artificial Turf	250.00	2 hrs	
Baseball Stadium (Truman)	250.00	2 hrs	
Grass (WC – upper, softball, soccer, Truman band field, Bridger football)	50.00	2hrs	
Soccer Stadium	200.00	2 hrs	
Running track and field event areas	250.00	2 hrs	
<b>Auditoriums</b> (does not include P.A. or lighting)			
High Schools	100.00	2 hrs	
Middle Schools	75.00	2 hrs	
Elementary Schools	75.00	2 hrs	
<b>Classrooms</b>			
Non-Equipment Classrooms	10.00	2 hrs	
Informational Technology Classrooms*	50.00	2 hrs	
<b>Gymnasiums</b>			
Large (High Schools, Middle Schools, and WC small)	100.00		
Small (High Schools, and Middle Schools)	50.00	1 hr 2 hrs	School Day Non-School Day
Elementary	20.00	1 hr 2 hrs	School Day Non-School Day
Kitchens**	75.00	3 hrs	
<b>Large Meeting Rooms</b>			
Large Classroom (Bingham)	50.00	1 hr 2 hrs	School Day Non-School Day
Little Theater	50.00	1 hr 2 hrs	School Day Non-School Day
Lecture Hall	50.00	1 hr 2 hrs	School Day Non-School Day
Cafeterias (High Schools)	50.00	1 hr 2 hrs	School Day Non-School Day
Multi-Purpose Rooms, Conference Rooms, Elementary Cafeterias	20.00	1 hr 2 hrs	School Day Non-School Day
<b>Library</b>			
High Schools and Middle Schools	25.00	1 hr 2 hrs	School Day Non-School Day
Elementary School	25.00	1 hr 2 hrs	School Day Non-School Day
<b>Parking Lots</b>	25.00	N/A 2 hrs	School Day Non-School Day

<b>Science Center (Pioneer Ridge)</b>	50.00	1 hr 2 hrs	School Day Non-School Day
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**Henley Aquatic Center** – Rental of the Aquatic Center must be arranged directly with the Aquatic Center located on the Bridger Middle School Camus at 18200 E. 78 Highway.  
Phone # 816-521-5377

**Other** (No discounted rate will be provided)

Custodial (per person)	30.00	TBD
Kitchen Staff (per person)	35.00	3 hrs
Locker Rooms	50.00	1 time fee
LCD Projectors	25.00	1 hr
Lights, football and soccer fields	50.00	1 hr
Outside Press Box (includes sound and scoreboards)*	50.00	1 time fee
Scoreboards and/or Sound Systems (sports)*	25.00	1 time fee
Security Personnel (Independence Police Department only) (per person)	40.00	TBD

Volleyball Standards (may not be available during session)

\*Must have District Technician present

\*\*Must use District Nutritional Staff

## Facility Use Categories

Approve categories for users and corresponding user fees.

- Category One: For Profit Business Organizations or Individuals whose purpose is not in conflict with the mission and goals of the Independence School District and/or whose activities are not unlawful or injurious to the facilities being used. (100% of rental fees) and associated charges will be billed at 100%.
- Category Two: Private, Partisan Organizations, Adult Public or Not-For-Profit Private Organizations whose primary purpose is civic in nature or charitable, cultural, religious, recreational and/or educational in nature. (30% of rental fees) and associated charges will be billed at 100%.
- Category Three: Public agencies and adult sponsored youth league groups that have a written agreement or a reciprocal agreement and whose primary purpose is to serve the students of the district on a seasonal basis. (No rental fees) and associated charges will be billed at 100%.