

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
ISD Facilities Department

To avoid penalties, cancellations must be made 48 hours before the function.

Requested Location/Building:	Requested Room/Area/Grounds:
Group/Sponsor and the purpose of facility use: :	
Estimated Attendance:	
Day and Date facility is needed (if more than date requested, provide all on separate sheet. Notice General Condition #6)	
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: (NO building use after 9:00 pm)
PLEASE PRINT: Primary contact information	Secondary contact information
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Will your group need access to the building to decorate or set-up before the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, when? (This time will be added to the invoice) (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: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is special room set-up required? If yes, please describe: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will outside equipment be delivered/picked up? If yes, please describe: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 without District Personnel.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	

Use of equipment will be contingent on the express written consent of the building principal and approval of the Superintendent or designee. 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.

Are HVAC Services Requested? Extra Charges may be incurred

Yes No

Renter Please Print & Sign _____ Date: _____

*By signing this Facility Use Request, Renter agrees to abide by the General Conditions for Facility Use. Signee also verifies that they are of legal authority to sign for the entity.

BELOW TO BE FILLED OUT BY ISD ONLY

Facility Rental Fee: _____ Custodial Fee: _____ Other Fee: _____ Total Rental Charges: _____

Approved Rejected

Approved Rejected

First Approval- Building Administrator Signature/Date:

Final Approval 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.

Groups will receive a confirmation form to serve 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 District reserves the right to deny use of a facility for any legitimate non-discriminatory reason such as, but not limited to, risk of damage, loss, or liability.
5. School activities or functions will take precedence over any and all requests.
6. A user who is requesting a regularly, or repetitive, scheduled use of District facilities or grounds shall also provide additional information to the District, by attachment to the request form, providing the reason for the extended use; stating whether the requesting party is in the process of building and/or establishing a permanent place to gather, and their move out plan from their existing facility, if applicable. Please allow for a minimum of 30 days for review and approval.
7. To ensure compliance with the Establishment Clause of the First Amendment of the United States Constitution, the District reserves the right to limit the length of time that the facility can be rented by any party.
8. Outdoor signs advertising may be set in the yard on the day of the event (or specific day of use) and must be removed by evening same day.
9. 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 online or from the building requested. Use during summer months may be cleared through the Director of Facilities Services only.
10. No requests for usage shall extend past July 1st of any year.
11. No school building shall be used by non-school groups without the presence of a school custodian or responsible approved representative of the school.
12. Special permission must be received to serve meals.
13. All notices or literature, whether web-based, found on social media, paper or otherwise, shall carry or contain a disclaimer noting that the facilities or grounds are being rented from the District after school hours and that the District does not sponsor or endorse the group.
14. Smoking is not permitted on any Independence 30 School District property.
15. 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.
16. The use of profane language, including language that is demeaning or disparaging in nature is not permitted.
17. Gambling in any form is not permitted in any facility.
18. 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.
19. Groups will be required to pay the listed charges for an ISD Technician to run 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. Groups will be allowed to bring temporary equipment to use. If personnel are not available, systems cannot be used. 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. Related costs for moving district equipment are charged back to group at Custodial rates with minimums.
20. 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.

21. 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.
22. 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.
23. 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
24. 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.
25. 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.
26. 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.
27. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the Independence 30 School District.
28. 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.
29. 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.
30. Cancellations are accepted up to 48 hours prior to the facility use. Cancellations of less than 48 hours may result in penalties.
31. 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.
32. 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.
33. This agreement may be modified by the Independence 30 School District as needed.
34. Users of facilities will abide by the General Conditions.

General Responsibilities of Event Sponsors/Contacts

35. ***In the event of school cancellation all outside events will 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.
36. Ensure the event has the appropriate amount of security and chaperones to maintain safety and security.

Initials _____

FEE SCHEDULE

	Add	Category			HVAC
	Required	1	2	3	
Playing Fields					
Turf	CS	\$280	\$140	\$0	NA
Grass Open	CS	\$60	\$30	\$0	NA
Baseball	CS	\$260	\$130	\$0	NA
Track High School	CS	\$280	\$140	\$0	NA
Track Middle School	CS	\$100	\$50	\$0	NA
Press Box High School	IT	\$80	\$40	\$0	\$30
w/Scoreboard/Sound	IT	\$80	\$40	\$0	NA
w/Scoreboard/Sound/Video	IT	\$100	\$50	\$0	NA
Auditoriums					
High Schools	CS	\$150	\$75	\$0	\$60
Middle Schools	CS	\$100	\$50	\$0	\$40
Elementary Schools	CS	\$80	\$40	\$0	\$30
House Lights only, Stage Lights & Sound Systems NA for Rent or Use					
Classrooms					
General Studies	CS	\$20	\$10	\$0	\$20
Science	CS	\$70	\$35	\$0	\$35
IT (Computer)	IT	\$70	\$35	\$0	\$35
Gymnasiums					
High Schools Main	CS	\$150	\$75	\$0	\$60
High Schools Small	CS	\$100	\$50	\$0	\$50
Middle Schools Main	CS	\$100	\$50	\$0	\$40
Middle Schools Small	CS	\$80	\$40	\$0	\$40
Elementary Schools	CS	\$60	\$30	\$0	\$30
Locker Rooms All	CS	\$60	\$30	\$0	NA
Rooms					
Large Classrooms/Lectern Halls	CS	\$80	\$40	\$0	\$40
Little Theater	CS	\$80	\$40	\$0	\$40
Libraries High/Middle Schools	CS	\$40	\$20	\$0	\$40
Library Elementary Schools	CS	\$30	\$15	\$0	\$40
Meeting Rooms Large	CS	\$50	\$25	\$0	\$35
Meeting Rooms Regular	CS	\$30	\$15	\$0	\$35

Initials_____

	Add	Category			
	Required	1	2	3	HVAC
Cafeterias/Kitchens					
High Schools	CS	\$80	\$40	\$0	\$50
Middle Schools	CS	\$60	\$30	\$0	\$40
Elementary Schools	CS	\$40	\$20	\$0	\$30
Central Office	CS	\$60	\$30	\$0	\$35
All Kitchens	FH	\$50	\$25	\$0	\$35
Parking Lots					
High Schools	SC	\$80	\$40	\$0	NA
Middle Schools	SC	\$50	\$25	\$0	NA
Elementary Schools	SC	\$40	\$20	\$0	NA
Service Buildings	SC	\$50	\$25	\$0	NA
Associated Charges					
Custodial Rate (CS)	SC	\$35	\$35	\$35	NA
Kitchen Staff FH License (FH)	FH	\$40	\$40	\$40	NA
LCD Projectors	IT	\$30	\$30	\$30	NA
Field Lights	CS	\$80	\$80	\$80	NA
Technology (IT)	IT	\$40	\$40	\$40	NA
All per Hour Per Location/Unit/Person					
HVAC During Cold/Hot times, varies by location, only charged if would not normally be on and requested specifically.					
Custodial Charges add a Minimum 1/2 hour prep and 1 hour Clean Up					

Facility Use Categories

Approve categories for users and corresponding user fees.

Category One: For Profit Business Organizations, Individuals, and any party or organization which is requesting a regularly, or repetitive, scheduled use of District's facilities or grounds, and 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. This includes all Not- For- Profit Non-District users who charge any fees related to event or solicit donations at the event. Billing is 100% of rental fees and associated charges at 100%.

Category Two: Private, Partisan Organizations, Adult Public or Not-For-Profit Private Organizations within ISD, whose primary purpose is civic in nature or charitable, cultural, recreational and/or educational in nature and benefiting ISD youth or ISD patrons. Billing is 50% of rental fees and associated charges will be 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. Teams also must consist of a minimum 51% District youth. No rental fees billed, but associated charges will be billed at 100%.*

* Including single, or regularly, or repetitive, scheduled use of the District's facilities or grounds.