



Process & Procedure-Principal and Secretary Facility Usage Guide

- Applicant completes and submits Facility Use Form. (see copy of the facility use form)
- The Facility Contact (Athletic Director, Principal, Assistant Principal or Designee) will:
 - Review the application and determine the appropriate area for use, complete the application, cost estimate and request evidence of liability insurance coverage for the event. Applicant signs off on application, rules and regulations.
 - Finalize the application form in coordination with the respective facility calendar.
 - Determine and collect the Facility Use fee (if any). User fees include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc) and additional equipment costs based on the user group category.
 - Collect the required certificate of insurance for the event. (Please pay attention to the expiration dates of insurance coverage. The certificate of insurance should include the following info:
 - Name and address of the insured
 - Name of the insurance company providing coverage
 - Type of coverage (should be an "X" by "general liability")
 - Policy Number listed
 - Policy effective dates with an expiration date past the date of the event.
 - Coverage limits of \$1,000,000 or more
 - Fox C-6 School District listed as the "certificate holder"

Maintain a file on all (approved and unapproved facility use forms).

Forward any facility use fees collected to Jessica Verhaeg-Central Office-Accounting Generalist

**Checks should be made out to Fox C-6 School District

**Place the fees collected in a money bag-Rusty to pick up as he does other deposits.

Coordinate the facility calendar and communicate it with those who have a "need to know" about the event, such as building custodians and custodial manager.

APPLICATION FOR USE OF FOX C-6 SCHOOL DISTRICT PREMISES

Today's Date: _____

Return this form to the school secretary for building and field rentals.

Please read Facility Use Procedures, Rules and Regulations before completely filling out application.

1. Organizational Name _____ Profit Non-Profit Organization**
 Organization Type _____
 Address: _____ Phone: _____
2. Name of School to be Rented: _____
 Indoor/outdoor facilities being rented _____
 Room #: _____ Other Equipment: _____
 Estimated Support Staff _____
 Estimated Support Staff _____
3. Is Wireless Log On Information needed? _____
4. Provide the number of participants residing within the District _____ Total Participants _____ Age Range _____
5. Dates Requested: (Exact Schedule must be given)

6. Purpose: (Meeting, Dance, Game, Practice Tournament etc.) _____
7. Rental Hours Needed: Entry to Building: _____ AM/PM
 Leaving Building: _____ AM/PM

Costs to be evaluated and determined by School District designee and returned with acceptance or denial based priority, availability and order of request.

Make check payable to: Fox C-6 School District and remit to the School secretary for School and Field Rentals.

*Attach Proof of Insurance listing Fox C-6 School District with the above address as an additional certificate holder and additional insured on the policy. * Attach an enrollment form of the group or team using facility.

**Non-profit status documentation must be provided.

Legal Responsibility:

The undersigned, as the authorized representative of the organization or individual(s) hereinafter referred to as "Indemnitor" to whom permission is granted to use the school premises herein mentioned for such organization or individual(s) agree(s) that they will indemnify and hold harmless the Fox C6 School District from any loss, damage, costs, charges or expenses, whether to persons or property, to which the Fox C6 School District may be put by reason of any action, neglect, omission, or default on the part of the Indemnitor or any person using the school grounds pursuant to authority granted to Indemnitor. In case any suit shall be brought against the Fox C6 School District on account of any act, action, neglect or omission or default of the Indemnitor or any of its members, agents, employees, or permittees the Indemnitor hereby covenants and agrees to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments entered against the Fox C6 School District. The Indemnitor agrees to release the Fox C6 School District from any liability of any kind or nature in any right, cause of action, or claim of any kind or nature whatsoever which may hereafter accrue to the Indemnitor, its employees or its agents by virtue of the use of the school premises, except for rights or causes of action, claims or damages resulting solely from the negligent condition of the real estate premises of the Fox C6 School District. The person whose signature appears below represents by his signature that he is authorized to execute this indemnification on behalf of the Indemnitor. Any pronoun used to describe the Indemnitor, whether it be masculine, feminine or neither, singular or plural, is considered appropriate and will be interpreted so as to fit the persons) or organizations so modified.

Person responsible:

 Signature

 Printed Name:

 Address

 City State Zip

 Phone Number Email Address

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Community Use of Premises

The Fox C6 School District welcomes the use of its facilities and grounds by Fox C6 Feeder programs and community organizations. Requests for facility usage will be approved on a first-come, first-served basis depending on the availability of space. In an effort to recognize the community groups that feed directly into our sports programs we have set 2 rental groups:

Group A District-administered activities are those activities in which the event is planned by the District or school itself, district-sponsored activities; elementary sponsored clubs, meetings of Adult Sponsored Groups ex: Girl Scouts/Boy Scouts, PTOs; public hearings and/or public forums and groups who are formal partners with the Fox C6 School District

Group B Documented Non-for-profit feeder programs

Group C Includes For-profit, non-district-sponsored activities (both athletic and nonathletic)

Please see the fee schedule starting on page 3 for the specific fees regarding the different facilities available to rent.

Facility Use - General Instructions

The process for requesting use of school facilities begins by contacting the Facility Contact (Principal, Athletic Director or designee) for the desired school location.

1. The Facility Contact will meet with the applicant and determine the appropriate area for use, complete the application, cost estimate, and request evidence of liability insurance coverage for the event.
2. An estimate is completed to include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc.), and additional equipment costs.
3. Applicant signs-off on application, rules and regulations.
4. The Facility Contact submits completed cost estimate and application form to the school principal for building approval/disapproval; and then submits the completed cost estimate and application form to the Business Office for district approval/disapproval.
5. Long term rental requests are coordinated as above but also require approval from the Board of Education. Long term use requests are recurring or ongoing events held on a consistent basis over a period of time exceeding 100 days.

FOX C6 Facility Usage

6. If the application requests use of kitchen facilities, please note that Food Service staff are required to work the equipment and be present at the event when kitchen facilities are utilized.
7. Application agreements must be received, signed, and submitted, along with Certificate of Liability Insurance ten (10) or more business days prior to the event.
8. Payment of invoice charges covering anticipated expenses for the event is due to the Facility Contact in advance of the event.
9. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, etc. for the event are to be remitted within ten (10) business days after the event.
10. A Facility Use Application will only be approved by the Business Office when all parties are in agreement with the proposed terms according to this procedure.

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Facility Use – Required Insurance Coverage

All non-school district feeder groups using school district facilities must provide evidence of liability insurance with limits of coverage listed below.

- Meetings of PTA/PTO and officially sponsored school groups/clubs do not need a Certificate of Insurance.
- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of school district facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section ensures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$100,000 for property damage with no deductible, with an insurance company authorized to do business in Missouri, naming the school district as an additional insured.

A copy of the certificate or statement must be forwarded to the Business Office ten (10) or more business days prior to the event.

Fox C-6 School District must be named by the Certificate Holder at this address: 745 Jeffco Blvd., Arnold, MO 63010

Obtaining Liability Insurance Coverage

- Entities that do not have a current policy may contact the insurance company of their choice.

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Group B: To be considered a Fox C6 Feeder program the following must be true:

1. Must have 501c IRS non-profit status or certification from the Missouri Attorney General of Non-profit status.
2. Certificate of non-profit submitted yearly.
3. Feeder programs will have the skill and practice format developed by the high school coaching staff.
4. Program is consistent in implementing the philosophy, teaching, skills and playbooks of the associated high school program
5. The high school head coach is directly involved in the selection process for feeder coaches, the training and evaluation of coaches
6. 75% of participants must be current Fox C-6 School District Students (with roster submission)
7. Feeder program coaches will be certified through background checks, including FBI fingerprinting, and Family Care Safety Registry
8. The program will abide by all Fox C6 Board policies in relation to building usage and honor the expectations set forth by the Athletic Director in regard to such usage
9. The program and its participants will abide by all District policies in relation to sportsmanship and spectator behavior, conduct and athletic policies specifically related to these areas in conduct of their program members (Policies KG, KG-AP(1), and KK-AP(1))

See List of Fees Below:

Rental Fees, Personnel Services as applicable, Equipment Use Fees

Equipment Group A - No Charge	Group B	Group C
Athletic Scoreboard/Gym Clock	No Charge	\$20/event
Turf lights	No Charge	\$35/hr
A/V Screen	No Charge	\$25/event
Microphone	No Charge	\$15/event
P.A. System	No Charge	\$40/event
Portable Sound System	No Charge	\$20/event
Multimedia Projectors	No Charge	\$25/event
Piano	No Charge	\$35/event
Grand Piano	No Charge	\$55/event
Piano Tuning	\$100/event	\$100/event
Risers (per set)	No Charge	\$30/event
Spotlight	No Charge	\$25/event
Stage Lights	No Charge	\$10/hr.

Event Staffing Fees

Listed are estimated hourly wage expenses (including benefits) that may be incurred for event staffing. Actual expense will be included on the final event invoice. Overtime rates may apply.

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ESTIMATED RATES WITH BENEFITS for Groups A , B and C (Overtime rates are 50% greater)

Clerical	\$25/hr
Custodian	\$25/hr weekday & \$37.50/hr weekend
Technology/Video	\$35/hr
School Food Service	\$25/hr

Facility Use – Fee Chart – Indoor Facilities

(Hourly rates except as indicated) Weekdays = Mon. - Fri.

Weekends = Sat - Sun and Holidays

Group A - No Charge

Indoor Facilities	Group B	Group C
Rickman Auditorium	\$800/8 hours	\$1600/8 hours
	\$400/additional 4 hours	\$800/additional 4 hours
Fox C6 Conference Center	\$50/hr (weekday)	\$75/hr (weekday)
	\$75/hr (weekend)	\$100/hr (weekend)
Cafeteria Without Kitchen/With Kitchen	\$15/\$25/hr (weekday)	\$30/\$45/hr (weekday)
	\$30/\$45/hr (weekend)	\$60/\$90/hr (weekend)
Classrooms (weekend use not available)	\$10/hr	\$15/hr
All Gymnasiums	\$5/hr (weekday)	\$25/hr (weekday)
	\$10/hr (weekend)	\$30/hr (weekend)
Media Center/Library	\$15/hr (weekday)	\$30/hr (weekday)
	\$30/hr (weekend)	\$60/hr (weekend)
Multipurpose room/Mat Room	\$5/hr (weekday)	\$25/hr (weekday)
	\$10/hr (weekend)	\$30/hr (weekend)

Indoor Facility Use Guidelines - All persons and/or groups using facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. In the event the following guidelines are not followed, **a warning will be issued for the first offense**, followed by **a meeting and letter for 2nd offense** with the **3rd offense resulting in cancellation of use.**

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1. No street shoes or metal cleats allowed on the gym floor. Athletic shoes that leave no scuff marks on the floors must be worn for athletic uses.
2. No bare feet, shoes must be worn at all times.
3. Water, in bottles with lids, is allowed in the gyms. Food and drinks, other than water, are limited to multipurpose rooms and cafeterias only.
4. No gum.
5. No baseballs, softballs, batting cages, bats of any kind are allowed in the gyms or multipurpose rooms.
6. Use of building PE equipment is prohibited except for volleyball nets and basketball goals.
7. Please be respectful to all district personnel and school property. Failure to do so may lead to suspension of rental privileges and reimbursement of any damaged property.
8. Please be considerate of other groups scheduled to use the building by adhering to scheduled times and scheduled areas only. You will not be allowed in the scheduled area until the confirmed time as indicated on your confirmation.
9. Please make sure everyone associated with the group (siblings, parents, etc.) stays in the assigned rental area.
10. Refrain from bouncing balls or practicing in the hallway

Facility Use – Fee Chart – Outdoor Facilities

(Hourly rates except as indicated) Weekdays = Mon. - Fri.

Weekends = Sat - Sun and Holidays

Group A - No Charge

Outdoor Facilities	Group B	Group C
Grass/Dirt Fields	\$5/hr (weekday)	\$15/hr (weekday)
	\$10/hr (weekend)	\$20/hr (weekend)
Stadium/Turf Baseball/Softball/Football Fields	\$35/hr (weekday)	\$75/hr (weekday)
	\$50/hr (weekend)	\$100/hr (weekend)

Outdoor Facility Use Guidelines - All persons and/or groups using facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. In the event the following guidelines are not followed, **a warning will be issued for the first offense**, followed by **a meeting and letter for 2nd offense** with the **3rd offense resulting in cancellation of use**.

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1. A \$500 deposit check is required to be turned in to the facility coordinator upon rental of the facility. This deposit is to be separate from the amount of rental that is invoiced and will be returned upon completion of the post event walk through checklist made with the renter and a district custodian. Security Deposit would only be used when damage occurs or excessive cleaning is required to a facility due to the group's usage.
2. No Food on the turf.
3. Alcohol is prohibited anywhere on the Fox C6 School District campus.
4. No Chewing Gum or Tobacco on the turf.
5. Smoking/Vaping is prohibited anywhere on the Fox C6 School District campus.
6. No open flames, fireworks, etc. allowed on the turf.
7. Keep turf free of litter, debris, mud, dirt, and oil spillage.
8. Utilize trash and litter containers.
9. No vehicles, grills, generators, or any other mechanical equipment is allowed on the turf.
10. No parking vehicles on the track or turf unless otherwise authorized by the Fox C6 School District.
11. NO SUNFLOWER SEEDS allowed on the turf.
12. No metal cleats/spikes allowed on the turf or track.
13. No paint allowed on the turf or the track.
14. No tents, tents with spikes, chairs or seating devices on track or fields.
15. Spectators must remain in the bleachers or designated seating area.
16. No animals allowed except for legal assistance animals.
17. No pointed objects (i.e. high heeled shoes, stakes etc.)
18. No needles, thumb tacks, safety pins etc.
19. No bikes or wheeled vehicles unless otherwise authorized by the Fox C6 School District.
20. Use of the Stadium concession stand is prohibited. You may bring in your own concessions and set up in the fairway area with prior approval

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Facility Use – Terms & Conditions

Supervision - Required

An authorized custodian is required to be on duty during the use of any school facility. A building supervisor is required. Use of outdoor facilities may require supervision by a Fox C-6 employee. Additional personnel may be required depending on the nature event.

Custodial Services

The Facility Contact or building principal will make necessary arrangements for custodial services. Custodial services include opening and closing the building and normal cleanup. Custodians will assist with basic setup such as arrangement of tables and chairs. Custodians are not required to help load/unload equipment or supplies for the event, nor set up audio visual equipment.

Specialized Equipment

Use of the school facilities does not include the use of school equipment unless specifically permitted. Special school equipment (stage equipment, athletic equipment, etc.) will require the use of school employees, or personnel contracted by the District, trained on the proper use of said district equipment. Equipment rental fees will apply.

Time Constraints

Unless special arrangements have been made, evening affairs are to end by 10:00 p.m., meaning completely vacating the facilities. Other time constraints shall be per the terms of the approved application or contract.

Kitchen Use

Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present and operate the equipment. The costs of this service will be added to the rental fee.

Gymnasiums

- Acceptable sports for gym use include: basketball, volleyball, wrestling, cheer and other approved activities.
- Acceptable practice events for gym use include: running, throwing/catching balls; but do not include batting balls unless within a batting cage.
- Proper athletic shoes that will not scuff or mark the playing floor must be worn.
- For non-athletic activities an acceptable floor cover must be approved.

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Rickman Auditorium

Standard arrangements are based upon up to eight (8) hours of use, which includes set-up, rehearsal and performance(s). Time in excess of eight (8) hours will result in additional charges. Pricing includes personnel services for cleaning, operation of sound and lighting systems, and utilities. Other conditions apply as described in the use application.

Liability

The person and/or organization assume responsibility for orderly and careful use of the school facilities. The applicant assumes liability for any damage or loss of property that may occur. Applicants will hold Fox C-6 Schools harmless for claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group will be required to furnish a bond or certificate of insurance to indemnify the group and the district against any and all suits for injury or loss sustained by attendance at the function.

Religious and Cultural Organizations

Religious and political organizations may be granted use of school facilities. No religious organization will be discriminated against in its request for facility use.

Long-Term Use

Long term use requests are recurring or ongoing events held on a consistent basis over a period of time. All contracts/applications for long-term use of district facilities (churches, club use of athletic facilities) expire June 30. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/approved application termination to the Fox C-6 Business Office.

To establish the initial long-term use, groups must abide by the following:

1. Meet with Facility Contact and complete an application to establish availability of location, determine fee estimate, and obtain principal approval.
2. Meet with the Business Office to execute a contract. All contracts are based on the annual renewal date of June 30th.

Application

The approval of an application for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the approved application; (i.e., permitted use of a gymnasium does not include use of locker rooms or concession stand without specific inclusion in the application). Nor does the approved application include any other time

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or times outside of times indicated on the application; (i.e., event setup preparation or rehearsals).

Cancellation by User

An approved application/contract is not transferable. If the event is to be canceled, the applicant is to notify the Business Office at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received, less \$20 application fee, will be made. **Applicants not providing 48 hours notification of cancellation will forfeit all fees paid.**

Cancellation by District

The District reserves the right to cancel an event due to emergency situations, such as power outages, flooding, severe or inclement weather, or other hazardous conditions. In turn, the District will either reschedule the event or refund any fees.

Violations

- Violation by an authorized user of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing approved applications and the denial of any applications in the future.
- Approved applications are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
- An approved application is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board of Education. Upon notice by a duly authorized agent of the District, such activity shall cease.
- The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

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Limitations of Use

Any violation of these rules will prohibit the applicant's future use.

- The Board of Education and District authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The Board of Education is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when the Board deems it necessary or is in the public interest.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, color or any other protected class.
- No school facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
- No group that limits membership in, or attendance at, its activities on a basis of race, creed, color or any other protected class shall be allowed to use the school buildings or grounds.
- No alcoholic beverages, tobacco use, or vaping will be permitted at any time either inside the facility or on school district property, owned or leased. Violation of this rule will prohibit future use.
- A group may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise an approved application to use district facilities does not give permission for the group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear.
- Unless specific approval is granted, live animals are prohibited unless they are service animals allowed by law.
- Groups are not allowed to use district facilities for storage.