## **Building Use Request Form** Savannah R-III School District

Savannah, Missouri

Updated September 21, 2011

			Date				
Name of organization	ation:						
Purpose of Build	ing Use						
School location:	(circle one) High School	Middle School conia Helena					
Facility to be use	d:						
Date you want the building:			Time:				
If long term: Starting date		En	ding date:	Hours			
discretion of the building administration profit or profit.	school building admir tration. The following	nistration. Approva grates will be charg byees of the district	l for use is require ed for all groups u and/or groups who	by community groups at the d from the school district and sing district facilities based on a pare raising funds that are collected			
Gymnasiums Outdoor Fields Cafeterias Classrooms	Non-Profit Rate \$5/hour \$5/hour \$5/hour \$2.50/hour	Profit Rate \$10/hour \$10/hour \$10/hour \$5/hour					

\*For a one time usage of a facility the fee will be collected at the day of the usage. For those groups using on an on-going basis, the fees will be collected at the end of each month. Fees will be expected before the next month's usage is permitted.

The following organizations are exempt from the provisions of this policy when acting as a not-for-profit organization. Exempt groups: Alumni Basketball tournament, Boy Scouts of America, Girl Scouts of America, PTA/PTSA groups, Community Education classes, local emergency and planning committees, and not-for-profit charity organizations.

School district facilities will not be used for private parties or private receptions.

<b>Use Information</b>								
What room or part of the facility do you wish to use?								
Will your activity require district personnel to open and close the facility? YES NO								
Will a custodian be required for clean up? YES NO If a custodian is required to clean up, your group will be assessed a \$12 per hour fee.								
Will the kitchen facility be utilized: YES NO								
Will you be preparing or serving food from the kitchen? YES NO If yes, then a school district food service personnel is required to be on duty. The cost of this is \$12 per hour.								
Will you guarantee that the kitchen	will be c	eaned? YES NO						
What equipment or apparatus will be	e brough	t into the building?						
Certification of Proper Use and Rental of Savannah R-III School District Facilities  I certify that the above organization for which I am responsible will provide adequate supervision and care for the use of the Savannah R-III School District facility being requested. If damage does occur, I recognize that prompt payment will be made according to the listed fees. I also agree to pay the assessed amount.  Authorized Representative Printed Name  Date  Phone Number								
Authorized Representative Signatur	e							
Administration Authorization								
I recommend approval non-approval of this request form.								
	Buildin	g Administrator's Sig	nature	Date	,			
	Superin	tendent's Signature		Date				
Key checked out to: Date:								
Key returned by:			Date:					

## **Hold Harmless Agreement**

(Must be completed)

Welocated at
(Name of organization)
, agree to
(Address)
protect, indemnify, save, and keep harmless, Savannah R-III School District, Savannah Schools and all district agents 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 whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the equirements and provisions agreed to and required by any law or ordinance, during a period commencing (beginning date of activity) at the premises of Savannah R-III School District (building).
have a procedure in place which notifies parents of children in my activity that (1) parent(s) are responsible for children and any accident which may occur as a result of this program, and (2) the parents(s) may not hold the chool district responsible for any loss that may result from participating or allowing their child(ren) to participate in this program.
YES NO (Must circle one)
By:
Title:

A Hold Harness agreement is required for each Building Use Requirement Form.

Attach this completed form to the completed Building Use Request Form and submit to Central Office for final approval.

NOTE: Building use forms will be on file for 5 months. After 5 months, individuals and/or groups will need to fill out a new form and submit to administration to request and/or maintain usage of district facilities.