



OZARK R-VI SCHOOL DISTRICT

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OZARK R-VI SCHOOL DISTRICT FACILITY USE AGREEMENT

Purpose – Ozark R-VI School District desires to make our school facilities available to the patrons of our district so we can build and maintain strong community relations. Ozark R-VI School District athletic teams, clubs, and organizations shall have priority over all other request for use. Because of this your request may be denied or your event may be rescheduled. No overnight activities will be allowed in the Ozark R-6 School District facilities unless sponsored by a school related organization. (Board Policy [KG](#))

Insurance – Users will submit a certificate of liability insurance or a release of liability signed by all parents/guardians and attendees prior to facility use. (Board Policy [KG](#))

User – The definition of a user is any organization, association, or individual who uses district facilities, equipment, or land, pursuant to a facility use agreement.

Hold Harmless Agreement – The attached hold harmless agreement must be signed prior to facility use. (Board Policy [KG](#))

Damages – Users are responsible for damages caused by the group and will compensate the Ozark R-VI School District for the amount needed to get the facility back to the working order it was prior to use. (Board Policy [KG](#))

Clean-Up – At the end of each day users will have the areas they are in looking the same, or better than it did prior to their use. School custodians and cafeteria workers will be required at the user’s expense when the building administration deem it necessary.

Emergency – Users will provide certified medical emergency responders if administration deem it necessary. Some emergencies may result in the cancellation of the event, upon the discretion of the superintendent or designee.

Supervision – Users shall identify the name of an *Organization Contact*, who would preferably be a school employee, to serve as the contact for communication purposes before, during, and after the event. This person must be over the age of 21. Users must provide security, by an approved security source, if administration deems it necessary.

Resident Requirement – At least half of the organization’s members must be a student of the school district in order to use the district’s facilities without payment of rent unless money will be generated by this event.

Fees & Payments – All payments for rental of facilities shall be made payable to the Ozark R-VI School District prior to use, unless approved by administration. A rental schedule is attached and will be applicable if your event will be used to generate money. Custodial services will be required if custodians are not on duty in the building and will be paid at \$25.00 per hour directly to the custodian. The designated custodian is working as an independent contractor and not in the capacity of a school employee.

Name of Organization _____ Name of Organization’s Contact _____

Date(s) Needed _____ Time _____ Facility/Location _____

Cell Phone # _____ Home Phone # _____ E-mail _____

Purpose _____

Signature of Organization’s Contact

Date

Signature of Building Administrator

Date

Please remit this page and the hold harmless agreement and a complete player roster to the building administrator. Should school be cancelled all non-school activities will be cancelled.



**OZARK R-VI SCHOOL DISTRICT
 COMMUNITY USE OF SCHOOL FACILITIES, EQUIPMENT AND LAND
 Hold Harmless Agreement
 (Certificate of Insurance)**

THIS SIGNED CONTRACT MUST BE SUBMITTED TO THE DESIGNATED BUILDING ADMINISTRATOR NO LATER THAN ONE (1) WEEK BEFORE THE EVENT.

I have read, understand and agree to abide by the district policies and requirements on usage of school facilities, equipment and land. I have read and agree to abide by the Terms of Community Usage attached.

I agree to protect, indemnify, save and keep harmless, the Ozark R-VI School District against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence while using school facilities, equipment and/or land, causing injury to any person or property, including injury to myself or any individual attending the event, using the equipment or land as more fully described in the Agreement, and will protect, indemnify, save and keep harmless the District from any and all claims, costs or expense arising out of said use of the school facilities, equipment and/or land and comply with and perform and abide by all policies/procedures and requirements agreed to and required by the Ozark R-VI School District during the usage period for above school facilities, equipment and/or land.

I agree to be responsible for repair or replacement of any item used and returned in damaged condition. I understand a repair or replacement invoice will be sent to me by the District if any property is damaged or destroyed, and payment of the invoice will be due within ten (10) days or I will forfeit part or all of the deposit. I agree to notify the facility supervisor immediately of any damages to the facilities, equipment or land or any hazardous conditions on District property.

I agree to comply with District requirements for insurance coverage and to provide a certificate of insurance naming the Ozark R-VI School District as additional insured. The certificate will be provided at least one (1) week prior to the date of the event or the contract may be cancelled.

I understand that a deposit may be required by the designated building administrator no later than one (1) week prior to the event. I understand if payment for the usage of facility, equipment and/or land is not received in full at least one (1) week prior to the date of the event, the event may be cancelled. I understand I must notify the facility administrator of cancellation of at least one (1) week prior to the date of the event to receive a deposit refund. I understand that failure to give one (1) week's notice may, in the District's discretion, result in forfeiture of part or all of the deposit.

I agree to directly pay the individuals designated to provide custodial, food service, sound/light, etc., the amounts set forth in the Terms of Community Usage no later than the day of usage. I understand that the designated individual(s) will act as an independent contractor and not in any capacity as a District employee. If additional expenses are authorized by me and approved during usage that are not listed in the terms of this contract, they will be payable the day of usage.

 Signature of Building Administrator for Ozark R-VI School District

 Date

 Signature of Person to be Held Responsible for the Event

 Date



**OZARK R-VI SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES, EQUIPMENT AND LAND
Hold Harmless Agreement
(Individual Liability)**

THIS SIGNED CONTRACT MUST BE SUBMITTED TO THE DESIGNATED BUILDING ADMINISTRATOR NO LATER THAN ONE (1) WEEK BEFORE THE EVENT.

In the event the user does not have a certificate of insurance, all parents/guardians and attendees must sign below before use of the facility will be allowed. Persons not signing this agreement cannot use the district's facilities.

I have read, understand and agree to abide by the district policies and requirements on usage of school facilities, equipment and land. I have read and agree to abide by the Terms of Community Usage attached.

I agree to protect, indemnify, save and keep harmless, the Ozark R-VI School District against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence while using school facilities, equipment and/or land, causing injury to any person or property, including injury to myself or any individual attending the event, using the equipment or land as more fully described in the Agreement, and will protect, indemnify, save and keep harmless the District from any and all claims, costs or expense arising out of said use of the school facilities, equipment and/or land and comply with and perform and abide by all policies/procedures and requirements agreed to and required by the Ozark R-VI School District during the usage period for above school facilities, equipment and/or land.

I agree to release the Ozark R-VI School District, its board and employees, from liability for any claim, cause of action, personal injury, property damage, or other damages occurring during the use of the district's facilities, equipment and/or land by the user.

I agree to be responsible for repair or replacement of any item used and returned in damaged condition. I understand a repair or replacement invoice will be sent to me by the District if any property is damaged or destroyed, and payment of the invoice will be due within ten (10) days or I will forfeit part or all of the deposit. I agree to notify the facility supervisor immediately of any damages to the facilities, equipment or land or any hazardous conditions on District property.

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Signature of Building Administrator for Ozark R-VI School District

Date

Signature of Facility User

Date

Signature of Facility User

Date

Signature of Facility User

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OZARK R-VI SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES, EQUIPMENT AND LAND

	North, South, East, West, Preschool		Middle School		Jr. High		Sr. High	
	0 - 12 Hours	Additional Hourly Rate	0 - 12 Hours	Additional Hourly Rate	0- 12 Hours	Additional Hourly Rate	0 - 12 Hours	Additional Hourly Rate
Classroom	\$24	\$6	\$24	\$6	\$24	\$6	\$24	\$6
Cafeteria (when used exclusively)	\$100	\$25	\$100	\$25	\$100	\$25	\$100	\$25
Auxiliary Gym			\$200	\$50	\$300	\$75	\$400	\$100
Main Gym	\$200	\$50	\$200	\$50	\$300	\$75	\$400	\$100
Auditorium					\$300	\$75	\$400	\$100
Track/Stadium					\$1,000	\$250	\$2,000	\$500
Baseball Field							\$500	\$125
Softball Field							\$500	\$125
Tennis Courts							\$100	\$25
Grass Soccer Field							\$400 Additional \$100 for painting	\$100
Wrestling Barn							\$400	\$100
Career Center/Training Rooms							\$100	\$50