



OZARK R-VI SCHOOL DISTRICT

MSIP ~ Accredited with Distinction



Ozark R-6 School District Facility Use Agreement

Purpose – Ozark R-6 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-6 School District athletic teams, clubs, and organizations shall have priority over all other request for use. Because of this your request may be denied.

Insurance – Users will submit a certificate of insurance prior to facility use. (Board Policy [KG](#))

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-6 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 a *Facility Coordinator/Organization Representative*, 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 and approved security source, if administration deem it necessary.

Resident Requirement – At least three of the organizations members must be residents of the school district before the organization’s application for use of school facilities will be considered.

Fees & Payments – All payments for rental of facilities shall be made payable to the Ozark R-6 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 Representative _____

Date(s) Needed _____ Time _____ Facility Location _____

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

Purpose _____

Organization Representative Date

Building Administrator Date

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



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

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 above, 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 Application, 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 agree to and required by the Ozark R-VI School District during the usage period for above school facilities, equipment an/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 proved at least one (1) week prior to the date of the event or the contract may be cancelled.

I understand that the deposit is due to the designated building administrator no later than one (1) week prior to the event. I have enclosed required deposit with this contract. 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 Person to be Held Responsible for Event

Date

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

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		Upper		Jr. High		Sr. High	
	Min 3 Hours	Hourly Rate	Min 3 Hours	Hourly Rate	Min 3 Hours	Hourly Rate	Min 3 Hours	Hourly Rate
Classroom	\$24	\$8	\$24	\$8	\$24	\$8	\$30	\$8
Cafeteria	\$50	\$10	\$75	\$15	\$75	\$15		
Commons Area							\$100	\$25
Auxiliary Gym			\$150	\$50	\$150	\$50	\$200	\$50
Main Gym	\$150	\$50	\$250	\$75	\$250	\$75	\$400	\$100
Auditorium							\$450	\$100
Track/Stadium					\$1,000		\$1,000	
Baseball Field							\$500	
Softball Field							\$250	
Tennis Courts							\$50	\$100/day