

**BRENTWOOD PUBLIC SCHOOLS**

**APPLICATION FOR USE OF SCHOOL BUILDINGS BY COMMUNITY**

**FACILITY USE REQUEST**

Request is:

Tentative\*  \_\_\_\_\_

Confirmed  \_\_\_\_\_

Cancelled  \_\_\_\_\_

\*If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled.

Brentwood High School

Brentwood Middle School

Mark Twain Elementary

McGrath Elementary

Central Office

Date facility needed:

Day of the week:

Group/sponsor:

Brief description of the requested facility use:

Use start time:

Use end time:

Is request for a regular weekly/monthly time? Please describe

Room being requested:

Estimated attendance:  
Residents \_\_\_\_\_ Non-Residents \_\_\_\_\_

Name, address & phone of primary contact person

Name, address & phone of secondary contact person

Will your group need access to the building to decorate or set-up before the time/day of the use:  Yes  No  
If so, when?

Admissions standards for the event:  Ticket Required  Invitation Only  Open to the Public

Do you anticipate guests with special needs/physical challenges?  Yes  No  
If yes, please describe:

Will food be served? (special permission is required)  Yes  No  
If yes, please describe:

Is special room set-up required? (a separate charge may apply)  Yes  No  
If yes, please describe your needs:

Will there be a need for custodial services after the event? (a separate charge may apply)

Yes  No

If yes, please describe:

Will outside equipment be delivered/picked up?

Yes  No

If yes, please describe:

Is audiovisual equipment needed? (a separate charge may apply)

Yes  No

If yes, please describe:

### RULES GOVERNING BUILDING USAGE

Under the laws of Missouri, "The board of directors...having charge of school houses, buildings and grounds...may allow for free use of such...for the free discussion of public questions or subjects of general public interest for the meeting of organizations of citizens and for such other, social, and educational purposes as will not interfere with the prime purpose to which such houses, buildings and grounds are devoted: Provided that...whenever any such application shall be granted...the board of directors may provide, free of charge, heat, light, and janitor service...or said board of directors, may require all such expenses to be paid by the organizations or persons who are allowed the use of the buildings, houses, and grounds. All persons upon whose application...the use of any school house...or any appurtenant thereto, may be permitted...shall be jointly and severally liable for any injury or damage thereto which directly result from such use..." See Section 1003, Missouri School Laws, 1947.

1. The school buildings and grounds shall not be used for the purpose of religious education and worship.
2. The school buildings and grounds shall not be used for private profit-making enterprises of any nature.
3. No building will be opened for community use without a school janitor being present to open the doors, care for the building, and to lock the doors at the close of the activity. Custodians performing duties in addition to their normal duties and beyond their normal hours of employment will be reimbursed 1.5 times their hourly wage.
4. All custodians are to be paid by the Board of Education for the services they render.
5. The parties signing their application shall be responsible for the conduct of the people whom they admit and for any infraction of the rules, and shall pay the cost of any damages caused by them or their patronage during the period of their use.
6. No alcohol or smoking is permitted on school property.
7. No wax is to be used on the floors.
8. No rental or operation charge shall be made for distinctly school functions.
9. No rental charges shall be made for school affiliated groups such as the PTO, Mother's Club, Boy Scouts, Girl Scouts, YMCA, YWCA, etc. However, if these groups use public school buildings for the purpose of raising funds for their organizations, then an operating cost may be charged.
10. No rental charges shall be made for free public lectures, programs, concerts, etc. of a distinctly educational nature and directly related to actual school work.
11. No parties, dances, etc. will be held later than 12 midnight unless permission is granted at the time the application is approved.
12. **CERTIFICATE OF INSURANCE OR HOLD HARMLESS AGREEMENT SHALL BE PROVIDED**
13. Kitchen usage will require a supervisor assigned by the district to be reimbursed at 1.5 times his/her hourly wage.
14. An individual requesting use of school facilities and/or a majority of the members of a non-school group requesting use of school facilities must be a resident(s) of the school district.
15. District reserves the right to assign supervisors for events at applicant's expense.

Estimated rental charge	Estimated other fees
Amount of payment	Date of payment

\_\_\_\_\_  
Signature of Primary Contact Person

\_\_\_\_\_  
Date

APPROVED:

PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_

DATE \_\_\_\_\_

(Any or all dates may be canceled at any time, if the request conflicts with school activities)