



## Wentzville School District Community Use of School Facilities 2019-2020

School District facilities are available for community use when facilities are not required for instructional or administrative purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

(Policy 1420)

### **Use of Buildings**

In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the Superintendent or designee.

### **Use of Varsity Fields**

All Varsity Fields may be available for public use. Applicants must complete a Special Event Permit. The permit process begins by contacting the Secretary of Facilities. The fee structure for the use of Varsity Fields is outlined in this packet.

### **Conditions for Use of Buildings and Fields**

1. No public use without permission. No part of a building or field is to be used without permission being granted by the Superintendent or designee. Applications for the use of the premises shall be made in writing and shall state the date and purpose of the use, and, if an admission charge is to be made, the purpose of raising said funds and such other information as the Superintendent or designee may require.

Parent/teacher organizations, Scout groups, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building unless written application is made for the use of the additional rooms.

No charge will be made for any "strictly school" activity or for regular meetings of the PTO/PTA or executive council for the PTO/PTA. No charge will be made to the Scouts and similar organizations so long as no additional cost is incurred in custodial support.

2. The use of the school buildings on Saturday and Sunday should be limited. When the buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge is required.
3. Special permission must be received to serve refreshments.
4. Cancellation of application: Any cancellation of reserved dates must be made by telephone or in writing at least 24 hours before the date on which meetings are scheduled. The District reserves the right to cancel any arrangement for use of building upon due notice in advance
5. All rental charges for the use of buildings are billed on a monthly basis and are due no later than 30 days after the bill date. Failure to pay charges will result in the forfeiture of future rentals. The charges for custodial fees will be calculated on the accrued hours required for preparation and clean-up before, during and/or after the activity.
6. Sale, consumption or possession of intoxicating liquors, alcoholic beverages or any illegal substance shall not be permitted on District premises at any time. Any person who is under the influence of alcoholic beverages or illegal substances will not be permitted on District premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
7. At the end of each activity, representation of the sponsoring agency must check with the custodial building supervisor and submit a building use report. Any charges incurred shall be calculated from this information.
8. Damage or breakage occurring in any building or grounds on account of the activities of an organization using it as a meeting place shall be paid for by the organization. Students and children must be supervised at all times, especially whenever using restrooms and drinking fountains. No running, loitering, or excessive noise at any time will be tolerated in the corridors or restrooms. Restrict activities to designated areas only; do not bounce or throw balls in corridors.
9. A permit to use a public school building does not include the use of equipment owned by the school such as: projection equipment, athletic equipment, musical instruments, public address system, and etc., unless approved by the Superintendent or designee. Volleyball standards and nets will be available for use at some, but not all secondary and elementary schools and approval must be received from the designated director. Volleyball standards will not be removed from any location. No hard balls (baseballs, softballs, soccer balls or Lacrosse balls) are allowed in the buildings (Only foam, wiffle, tennis or a ball approved for use by the Director of Custodial Services) Soccer must use futsal balls.
10. Smoking is not permitted on District premises at any time, including items appearing to be tobacco products, including but not limited to, electronic cigarettes.

11. The use of profane language or gambling, including raffles in any form is not permitted in any school building. Exceptions regarding gambling, including raffles, may be made for 501(c)3 organizations. School district officials will notify the person in charge of any unacceptable behavior or violations of the facility usage regulations. For minor infractions, one warning letter will be sent. Any subsequent infractions will be cause for cancellation of the group's usage agreement.
12. Services of school personnel do not include the assembly or dismantling of scenery or equipment, etc., but shall be limited to services necessary for preparing the facility for use. Scenery and other equipment provided by all organizations using a school facility must be removed from the building promptly after the sponsored event so as to not interfere with normally scheduled school activities. If such equipment or materials are not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and cleanup charge.
13. Only non-marking, athletic type shoes will be permitted in gymnasiums.
14. All practice fields will be made available to the public free of charge. No vehicles are allowed to drive on the fields nor are vehicles allowed to drive in the athletic complexes at Holt, Liberty and Timberland High Schools. Anyone interested in reserving the fields must contact the secretary of facilities listed on the application. All interested applicants must provide proof of insurance upon sign up. If a group uses the field without permission, the group's use of fields or facilities will be revoked for the remainder of the school year.
15. Organizations will be allowed to place signs outside of the building the day of the event and remove the signs one (1) hour after the event.
16. Informational posters and other printed materials must be affixed to designated bulletin boards in the auditorium/theatre and all other areas. Please do not tape any items to painted walls, ceilings, or other surfaces that could be damaged.
17. Wrestling mats are only available for use in the wrestling room. All other District equipment is not available for use. Theatre Rental is outlined separately.
18. Use of portable lighting may be permitted on outside fields as long as the lighting is removed the same day and no damage is done to the fields or surrounding areas. This request must be submitted with your application.
19. Custodial building supervisors have been directed to strictly enforce the aforementioned rules. Failure to comply will result in a warning from the custodial building supervisor. A second warning will result in immediate dismissal from school property and suspension of facility usage.

# Application for Rental of Building and Grounds

## *Application Process*

### **All outside groups must apply as follows:**

- For all school buildings, including high school, middle school and elementary:  
Applications must be processed through Wentzville School District Administrative Center located at 280 Interstate Drive, Wentzville, MO.
  1. Any individual, group or organization desiring to use school facilities after school hours or on weekends must complete an application for school facility usage.
  2. Building permits may be denied by the Superintendent or designee if it is believed that the individual/organization seeking to rent the facility will not adequately care for the facility or will use the facility for purposes contrary to acceptable community standards. The district reserves the right to deny permits involving the use of live animals.
  3. All applications for facilities usage must be accompanied by Proof of Insurance. The insurance must be general liability insurance in the amount of one million dollars. The certificate holder needs to be listed as "Wentzville School District, 280 Interstate Drive, Wentzville Mo 63385". Any application without proof of insurance will not be processed.

### **ADA Accommodations Notice**

If you have special needs addressed by the Americans for Disabilities Act and need special assistance or accommodation, notify the Wentzville R-IV School District's ADA Facilities Compliance Coordinator, the Assistance Superintendent of Special Services, 280 Interstate Drive, Wentzville, MO 63385 (636) 327-3800 during the hours of 8:00 am to 4:30 pm., Monday through Friday. The District needs at least 48 hours advance notice.

### **Availability**

1. School officials shall have preference in scheduling school related activities. No part of the building will be scheduled for out-of-school activities if needed for school use. School District activities for the 2019-2020 school year must be scheduled by June 28, 2019, School District activities not pre-scheduled may lose their preferential consideration.

2. Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgment of the Superintendent or designee, there is no other alternative. Applications for non-school groups for the upcoming school year may not be submitted prior to the last Monday of the month of July. This will be on a first come first serve basis.
3. A permit is not transferable, and the district has the discretion to make facilities available to rent.
4. The District Maximum gym or multi-purpose room will be:
  - Two times per week per group
  - One time per week per individual.
    - Groups and individuals are allowed to schedule a maximum of 2.5 hours per evening for elementary buildings and 2 hours per evening for secondary buildings, depending on availability. This includes set-up time.
    - Unaccompanied students are not allowed in the buildings.
5. Outside organizations will be allowed in the building for athletic purposes from 7:00 pm at the middle and high school level Monday thru Thursday, and must be out by 9:00 pm. Outside organizations will be allowed in elementary schools from 6:30 pm and must be out by 9:00 pm.
6. No activities will be held on non-school days or nights when school is cancelled or dismissed early because of inclement weather. Buildings will not be utilized by outside groups on Fridays and will not be rented between May 1 and August 31 except for the high school theaters, if available, or by permission of the Superintendent or designee. The Director of Custodial Services or designee will make a decision for weekend rentals based on weather conditions and the conditions of the building parking lots.
7. The District may cancel Saturday and Sunday events due to inclement weather. At times, the cancellation may be due to the condition of the parking lots. If regular roads are clear and if an organization wants to request the parking lot be cleared, the District will need at least four hours lead time to arrange to have staff available to clear the lot and then it may take up to two hours or more to clear. The District will charge the organization \$100 per hour with a minimum of two hours until the lot meets District safety guidelines. The organization would arrange this service directly with the Director of Custodial Services or the Assistant Director of Custodial Services.
8. Facilities will be available to rent on weekends beginning on Saturday. A four-hour minimum charge will apply to each room used.
9. Any organization desiring to enter a year-long agreement with the school district for weekend use, can meet with the Chief Financial Officer to develop such an agreement at rates that would require Board of Education approval.

## Rate Chart

	<b>Civic/Community Activities</b> (Examples include subdivision meetings, candidates' night) <b>Other District Resident Groups</b> (Examples include church groups, university classes and adult sports)		<b>Youth Activities</b> (Examples include, but are not limited to, organized sports under an umbrella organization that are not making a profit.)		<b>Scouting Groups</b>
<b>Building Location</b>	<b>Weekday Rate (Monday-Thursday)</b>	<b>Weekend Rate (Saturday-Sunday)</b>	<b>Weekday Rate (Monday-Thursday)</b>	<b>Weekend Rate (Saturday-Sunday)</b>	<b>Weekday Rate (Monday-Thursday)</b>
<b>Gym</b>	\$60 per hour per room	\$90 per hour per room	*\$30 per hour/room \$15 per hour/room	\$75 per hour per room – Special Events	No Charge
<b>Cafeteria/Multi-Purpose Room</b>	\$50 per hour per room	\$80 per hour per room	*\$25 per hour/room \$10 per hour/room	\$70 per hour per room	No Charge
<b>Commons</b>	\$50 per hour per room	\$80 per hour per room	*\$25 per hour/room \$10 per hour/room	\$70 per hour per room	No Charge
<b>Hallways</b>	\$20 per hour per location	\$65 per hour per room	No Charge	\$65 per hour per room – Special Events	No Charge
<b>Kitchen**</b>	\$30 per hour per employee	\$45 per hour per employee	\$30 per hour per employee	\$45 per hour per employee	\$30 per hour per employee
<b>Parking Lot***</b>	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour

All District education programs and school or school-sponsored activities including “share” programs that consist of theatrical productions, ACT testing, kindergarten screening, Market Day, student fundraisers, high school acknowledged booster clubs and PTA/PTO events will not be charged.

\*During initial facility sign-ups in July, any youth group wishing to reserve a gym, cafeteria, multi-purpose room, or commons before general reservations are taken, may do so if the group agrees to pay for the use of the facility at the listed rate.

\*\*Requires District Child Nutrition employee. PTA/PTO organizations or booster clubs affiliated with a specific school will be charged a rate of \$20 per hour for Monday-Thursday and \$30 per hour for Saturday-Sunday. Any organization that would like to utilize kitchen facilities must contact the Secretary of Facilities prior to reserving the facilities.

\*\*\*This fee is for an organization that wants to use only a parking lot for an event. If an organization has rooms rented inside a building, the use of the parking lot for parking only is included in the rental.

Employee organizations, specifically WNEA, Local 4894, and Local 6553, may use district facilities free of charge during non-school hours during the week and Saturdays. Organization members must sign up for building use through the facilities office.

**Recognized programs comprised entirely of Wentzville School District Students, designed to develop talent for each specific high school may use district facilities free of charge during non-school hours during the week. A custodial fee will be charged on Saturday and Sunday. Recognized programs include Jr. Indians, Jr. Wolves, Jr. Eagles, and Wentzville American Legion. A team roster with the player's name and address must be submitted annually. Any exceptions must be approved by the Director of Custodial Services.**

FACILITY	GYM	STAGE/ AUDITORIUM	MULTI PURPOSE ROOM	CAFETERIA	HALLWAYS	COMMONS	ADDITIONAL AREAS	COMMENTS
Heritage Primary	✓			✓	✓	✓		No bleachers in gym
	West Gym							
Heritage Intermediate	✓		✓		✓			
	Academy Gym							
Boone Trail	✓			✓	✓			
Green Tree	✓			✓	✓			No bleachers in gym, only 2 nets lower
Crossroads	✓			✓	✓			No bleachers in gym, stationary bball nets
Prairie View	✓		✓		✓			
Peine Ridge	✓		✓		✓			
Duello	✓		✓		✓			
Discovery Ridge	✓		✓		✓			
Lakeview	✓		✓		✓			
Stone Creek	✓		✓		✓			
Wabash	✓		✓		✓			
Wentzville Middle								
	Large Gym Small Gym							
South Middle	✓			✓	✓	✓		
	Large Gym Small Gym							
Frontier Middle	✓		✓		✓			
	Large Gym Small Gym							
Holt High School	✓	✓	✓	✓	✓	✓		
	Large Gym							
Timberland High School	✓			✓	✓		✓	
	Large Gym Small Gym			Commons			wrestling room	
Liberty High School	✓	✓		✓	✓	✓	✓	
	Large Gym Small Gym			Commons		upper commons	wrestling room	
Pearce Hall								

## Turf Field and Track Rental Rates

Group A: Recognized programs, comprised entirely of Wentzville School District students, designed to develop talent for each specific high school. Recognized groups include Jr. Indians, Jr. Wolves, Jr. Eagles, and Wentzville American Legion. A team roster with the player's name and address must be submitted annually.

Group B: Non-School groups that are not-for-profit with a majority of Wentzville School District students whose activity provides a benefit to the District.

Group C: Local civic, political, religious, and service oriented groups that serve the district. For profit groups and other special use not listed in Groups A or B. Groups must pay half of the overall charge at the time of sign up.

<b>Wentzville R-IV School District Turf Field Rental Rates</b>			
	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>Turf Field/Track</b>	<b>No Charge</b>	<b>\$50.00 per hour</b>	<b>\$150.00 per hour</b>
<b>Lighting</b>	<b>\$20.00 per hour</b>	<b>\$20.00 per hour</b>	<b>\$20.00 per hour</b>
<b>Sound System/Scoreboard</b>	<b>No Charge</b>	<b>\$15.00 per hour</b>	<b>\$15.00 per hour</b>
<b>Custodial</b>	<b>\$45.00 per hour</b>	<b>\$45.00 per hour</b>	<b>\$45.00 per hour</b>
<b>Event Supervisor</b>	<b>No Charge</b>	<b>\$35.00 per hour</b>	<b>\$35.00 per hour</b>

### Basic Rental Fee

Includes use of exterior restrooms and custodian to open/close/clean restrooms.

### Event Supervisor

For large events, the Activities Director will determine if an Event Supervisor (WSD approved employee) will be required.

### Scoreboard/Sound System

Event Supervisor who opens and closes event will open the press box and set up the scoreboard. Groups must provide their own operator over the age of 16.

### Field Lights

Custodian who opens and closes event will turn lights on and off.

### Field Markers

Outside groups may not use the District's field markers.

### Concession Stand

Groups may not use the concession stand for any event. The District and its schools will have first right to sell food and beverages via the concession stand. If the District chooses to open the concession stand and sell food and beverages, the entire profit will go to the District. If the District does not sell food or beverages, the organization can ask the designated Activities Director to allow the sale of the items. At no time will an outside group use the actual concession stand.

### Rental Guidelines

1. The turf field rental sign-ups will be on the first business day following the 4<sup>th</sup> of July holiday
2. **The turf field is for official game use only. This does not include organized scrimmages.**
3. No outside groups are allowed to have advertising per District policies
4. Stadium is not rented on a Saturday immediately following a Friday night home football game until 1:00 pm
5. The Activities Directors reserves the right to cancel any scheduled games due to District team needs.
6. No eating is allowed on the field or sidelines. Use of sunflower seeds will result in immediate loss of rental privileges.
7. If a group has two (2) or more infractions of any of the above guidelines and regulations they will be denied further use of the WSD facilities.
8. A four-hour minimum charge will apply.



# Special Events Permit for Use of Varsity Athletic Fields

**This permit may be granted for events using the following criteria:**

1. Must be for youth in grades Pre-K through 12.
2. The varsity fields are for game play only. Practices will not be allowed on the varsity fields until the organization has a contract with the District.
3. Organizations must have proof of insurance as detailed in this packet.
4. The permit process would begin with the Secretary of Facilities.
5. The Director of Custodial Services will confirm all policies and procedures are being followed.
6. The Activities Directors reserve the right to cancel any scheduled games due to field conditions.
7. Fee schedule for varsity athletic fields:

Varsity Baseball Fields	\$100 per game
Varsity Softball Fields	\$100 per game

Fees include field preparation (materials and labor) usage. Use of outdoor varsity fields Monday through Thursday must conclude by 9:00pm

8. Recognized programs comprised entirely of Wentzville School District students, designed to develop talent for each specific high school may use district varsity fields free of charge during non-school hours during the week. The varsity fields are for official game use only. A custodial fee will be charged on Saturday and Sunday. Recognized programs include Jr. Indians, Jr. Wolves, Jr. Eagles, and Wentzville American Legion. A team roster with the player's name and address must be submitted annually.

*Wentzville R-IV School District  
Rules Governing the Use of  
Holt High School C.H. Jones Auditorium,  
Timberland High School Carl E. Reininger Theatre, and  
Liberty High School Auditorium*

The Holt High School C.H. Jones Auditorium, Timberland High School Carl E. Reininger Theatre, and Liberty High School Auditorium were primarily erected for the use of public schools and shall not be used for any purpose that conflicts with such usage. In order for the C.H. Jones Auditorium, Carl E. Reininger theatre, and Liberty High School Auditorium to serve the community more widely, the Board grants the use of the Auditorium/Theatre to organizations and community groups under the following conditions:

1. School activities shall have preference in scheduling the use of the auditorium/theatre, and no part of the building will be scheduled for out of school activities if desired for school use.
2. An application for a permit to use the auditorium/theatre must be signed by an adult representative of the applying organization and must be submitted to the facilities secretary along with proof of general liability insurance in the amount of one million dollars, with the certificate holder listed as Wentzville School District, 280 Interstate Drive, Wentzville Mo 63385.
3. A submitted application does not constitute a binding contract between the Wentzville School District and the applicant until notification of approval has been made. Every effort will be made to accommodate your scheduled utilization of the facility.
4. A \$500 deposit will be due at the time of application and will be applied to the rental fees at the conclusion of the contract. Cancellation must be received 24 hours prior to the scheduled event in order to avoid forfeiture.
5. A permit is not transferable, and the Superintendent or designee or Auditorium/Theater Manager may reject an application or cancel a permit if deemed necessary.
6. A permit to use the auditorium/theatre does not include the use of equipment unassociated with the theatre; such as athletic mats, musical instruments, etc. The option to use wireless handheld microphones, hard-wired microphones, four intercom headsets and the existing lighting plot will be provided and supervised by the technician. (Liberty has 2 wireless and 2 wired microphones and, Holt has 4 wireless and 4 wired microphones.)
7. The Wentzville School District will provide an auditorium/theatre technician to the renting organization during the rental period. This person will supervise the usage of District facilities and equipment. Also, the auditorium/theatre technician will assist the renting organization in training personnel on the correct operation of lights and sound panels. Operators must be provided by the renting organizations. The technician fee is not included in the rental fee and is an additional charge.
8. Standard lighting plots will be presented by the auditorium/theatre technician or manager. Stripping of these lighting plots is extremely prohibited.

9. Scenery and other equipment provided by the organization using a school facility must be removed from the building immediately after the sponsored event so as not to interfere with normally scheduled school activities. If such equipment, materials or other belongings are not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and clean-up fee.
10. Adult supervision must be provided by an organization using the auditorium/theatre to see that the regulations of this agreement are observed. At no time shall children be left unattended on school premises.
11. Any material used for marking the stage floor must be of plastic or vinyl composition as to not leave an adhesive residue or damage the floor. Do not drag anything on the floor or damage the stage floor in any way. Masking tape and duct tape are prohibited. Please restrict sewing and alterations to non-carpeted areas. No scenery or decorations should be attached to the stage curtain or curtain rod.
12. Absolutely no food or drink will be allowed in the auditorium/theatre, control booth or backstage areas at any time. Any damage resulting from the violation of this policy will be the responsibility of the renter.
13. Maximum capacity is 800 persons for Holt High School C.H. Jones Auditorium, 612 for Timberland High School Carl E. Reininger Theatre, and 712 for Liberty High School Auditorium. State and local fire safety regulations prohibit additional seating. Please note, that at any given time, there may be seats unavailable due to repairs.
14. All scheduled usage for the auditorium/theatre must be completed by 10:00pm. The building must be vacated no later than 11:00 pm (this includes cleanup and equipment removal). Renters who violate this policy will forfeit future rentals and be charged for the additional time used.
15. The rental of the C.H. Jones Auditorium includes rooms B409 (choir), B112 (drama) and the make-up room adjacent to the stage. The rental of Liberty High School Auditorium includes the make-up areas and dressing rooms. Utilization of additional rooms is subject to prior approval and will be charged in accordance with the District's current fee structure.

Status	Non-Profit Rate <i>Monday-Thursday</i>	Non-Profit Rate <i>Friday-Sunday</i>	Profit Rate <i>Monday-Thursday</i>	Profit Rate <i>Friday-Sunday</i>
Resident	\$75 per hour	\$115 per hour	\$150 per hour	\$190 per hour
Non-Resident	\$150 per hour	\$190 per hour	\$300 per hour	\$340 per hour
Technician Rate	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Custodian Rate	\$45 per hour/per custodian	\$45 per hour/per custodian	\$45 per hour/per custodian	\$45 per hour/per custodian

- A certification letter must accompany application to qualify for non-profit rate.

16. For the 2019-2020 school year, the Timberland High School theatre will be unavailable for outside groups due to its use as a classroom.



**APPLICATION FOR USE OF SCHOOL FACILITIES**

Wentzville R-IV School District  
 Wentzville School District Administrative Center  
 280 Interstate Drive  
 Wentzville, MO 63385

Debra Price – Administrative Secretary of Facilities  
 (636) 327-3800 ext. 20326  
 (636) 327-3092-fax  
 debraprice@wsdr4.org

FOR DISTRICT USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
<input type="checkbox"/> Billable	<input type="checkbox"/> Free Of Charge
<input type="checkbox"/> Insurance Received	
Wentzville School District Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schedule ID #:	_____

**Emergency Contact Numbers**

Heather Loche (636) 667-7175  
 Hasan Nasufovic (636) 734-5519

**COMPLETE ENTIRE FORM AND RETURN TO DEBRA PRICE**

- Application is not approve until you have received final confirmation from the Wentzville School District Administrative Center.
- Upon approval, this application will serve as the “permit” and must be made available for review upon request during facility use. Groups failing to produce this permit will be asked to leave the premises immediately.

**Building (Name of School):** \_\_\_\_\_ **Area Requested:** \_\_\_\_\_

**Organization/Group Applying:** \_\_\_\_\_ **Event Description** \_\_\_\_\_

**Grade Level: (Check all that apply)** \_\_\_\_\_ Pre-K \_\_\_\_\_ K-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ 9-12

**Activity Type:** (Please check only one):  
 Practice  Fundraiser  
 Game  Camp/Clinic  
 Meeting  Other \_\_\_\_\_

**School-sponsored group/activity:**  Yes  No  
**Youth Activity:**  Yes  No  
 Profit  
 Non-Profit; Federal Tax ID # (Required) \_\_\_\_\_

**Will a fee be charged to individuals to participate in or attend this activity (registration, admission, etc.)?**  
 Yes  No **If yes, what would the charge be?** \_\_\_\_\_

**Activity Date(s):** \_\_\_\_\_

**Activity Start Time:** \_\_\_\_\_ **Activity End Time:** \_\_\_\_\_ **Approx. Number Attending** \_\_\_\_\_

**Will extra time be needed for setup (Fees will begin at the start of setup time):**  Yes time \_\_\_\_\_  No

**Will extra time be needed for tear down (Fees will end at end of tear down):**  Yes time \_\_\_\_\_  No

Contact Person (please print):
Name _____
Address _____
City _____ State _____ Zip _____
Primary Phone _____
Secondary Phone _____
E-Mail _____

Organization/Individual Responsible for Payment:
Name _____
Address _____
City _____ State _____ Zip _____
Primary Phone _____
Secondary Phone _____
E-Mail _____

**Is special room setup required?**  Yes (If yes, see rate chart below)  No

- Chairs (0-25) No Charge
- Chairs (26-50) \$10 per event
- Chairs (51-100) \$25 per event
- Charis (101-200) \$50 per event
- Chairs (every additional 100 add \$25.00) amount \_\_\_\_\_
- Wrestling Mats (Cleaning) \$20 (Each Occurrence)

- Tables (0-3) No Charge
- Tables (4-6) \$10 per event
- Tables (7-10) \$15 per event
- Tables (11-20) \$25 per event
- Tables (every additional 10 add \$15.00) amount \_\_\_\_\_
- Volleyball Standards \$20 (Each Occurrence)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Rules Governing the Care of Indoor/Outdoor Facilities

In order for the Wentzville R-IV School District to continue public utilization of facilities, the following rules must be observed at all times. These guidelines are in addition to those contained in the Application for Rental of Auditorium and Theatre.

1. All participants are restricted to only the area in which the application was originally submitted.
2. Students and children must be supervised at all time, especially whenever using the restrooms and drinking fountains.
3. No running, wandering, loitering, or excessive noise at any time will be tolerated in the corridors or restrooms.
4. Restrict activities to the designated areas; do not bounce or throw balls in corridors.
5. Use of a varsity field that requires field preparation (lining, dragging, etc.) must be done by the District staff. Prior to approving a special permit, the District must determine the availability of its employees to complete the project.
6. Food and drink are prohibited in all indoor areas, unless prior approval is received from the Director of Custodial Services.
7. Custodial Building Supervisors have been directed to strictly enforce the aforementioned rules. Failure to comply will result in a warning from the Custodial Building Supervisor. A second warning will result in immediate dismissal from school property and suspension of facility usage.

I have read these rules and understand that failure to comply with these guidelines may forfeit my rights to usage of facilities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Acknowledgement

I have read and understand the attached provisions of the application and agree to be bound by the provisions of this permit. Failure to comply with these guidelines may forfeit my rights to usage of facilities. I have provided the required organization's proper insurance forms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## Letter of Indemnification

This letter must be signed by any person or representative of any organization that wishes to use facilities of the Wentzville School District.

- Applicant is responsible for the payment of all charges.
- Applicant is responsible for payment of any damages to school facilities.
- Applicant is responsible for the observation of rules and regulations for use of school facilities as established by the District
- Applicant agrees to hold harmless the Wentzville School District, its officers and employees, for any injury to persons to whom facilities are rented, for any injury to any person connected with the activity, or for any injury to any person who may be in attendance at the event.
- Applicant agrees to hold harmless the Wentzville School District, its officers and employees, for liability or damage to property belonging to the applicant or the applicant's organization.
- The applicant agrees that the presence of any employee of the Wentzville School District does not relieve the applicant of any of the applicant's responsibilities or duties.

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Signature of Applicant

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Date

Board Approved May 15, 2008  
Readopted July 17, 2008  
Readopted October 16, 2008  
Readopted April 16, 2009  
Readopted December 17, 2009  
Readopted March 17, 2011  
Readopted January 19, 2012  
Readopted January 17, 2013  
Readopted January 16, 2014  
Readopted July 17, 2014  
Readopted February 19, 2015  
Readopted December 17, 2015  
Readopted June 16, 2016  
Readopted May 18, 2017  
Readopted July 20, 2017

