



Request for Use of School Facilities

Leeton R-X School District
500 N. Main ♦ Leeton, MO 64761
660-653-2301

Contact Person _____

Date Requested _____

Date Submitted _____

Requesting Group

Requested Date/Time

Facilities Requested

Group/Organization _____

Date(s) Requested _____

School Name _____

Check One:

- School Organization
- Community Organization
- Other _____

Day of Week _____

Time for Activity _____

Anticipated Number Attending _____

Other _____

Check all facilities requested:

- New Gym Old Gym Cafeteria
- Classroom: How Many? _____
- Field _____
- Other _____

Activity Details

School Services Required

Purpose and Nature of Activity _____

Check all that apply:

Activity will be open to:

- General Public
- Members of Group Only
- Restricted to _____

Charges to participant:

- No fee or admission
- Admission fee of _____
- Donation Requested

- Security Sound System
- Cafeteria Staff Special Lighting
- Custodial Staff Audio/Visual
(for set up and/or clean up)
- Other _____

Brief Description of activity/additional Comments/requirements _____

Certificates of Insurance

All contractors, vendors, organizations, or groups are required to provide a certificate of liability insurance. Leeton R-X School District must be named as an Additional Insured.

I agree to the conditions listed on the back of this page and have attached proof of comprehensive general liability insurance with Leeton R-X School District named as Additional insured.

Signature of Contact Person

Date

General Conditions for Facility Use

1. User agrees that the property and facilities of the Leeton R-X School District shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the school district and only for the purposes as described herein.
2. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the school district.
3. Smoking is not permitted in any facility.
4. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person will be held responsible for the enforcement of this rule.
5. The use of profane language or gambling in any form is not permitted in any facility.
6. No use of equipment shall be granted unless an instructor or attendant, approved by the school district, is in charge of the rooms or equipment.
7. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
8. User agrees to indemnify, defend and hold harmless the Leeton R-X School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the school district, its board, administrators, employees, agents and volunteers.
9. User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, which names the Leeton R-X School District as an additional insured. The school district reserves the right to cancel this Agreement if such proof of insurance is not provided.
10. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the Leeton R-X School District
11. This Agreement may be modified only by the written agreement of the User and the Leeton R-X School District.
12. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
13. Applicants are responsible for special setup requirements and clean up unless specifically requested in the application. User shall be responsible for returning the facility to its original condition immediately following the event.
14. Applicant is responsible for remaining onsite until all participants vacate the premises.