

**Grandview C-4 School District  
Harry S Truman Memorial Building  
Grandview Educational Administrative Center  
13015 10<sup>th</sup> Street  
Grandview, Missouri 64030**

**REQUEST FOR THE USE OF SCHOOL BUILDING FACILITIES**

(Revised July 2001 per BOE)

Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Facility Desired: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of the event: \_\_\_\_\_ to \_\_\_\_\_ A.M. / P.M.

Number Attending Event: \_\_\_\_\_

Provisions Needed (if any) \_\_\_\_\_

Time doors are to be opened or District employee to be on hand to unlock (if necessary) \_\_\_\_\_

Requested by: \_\_\_\_\_

(Group Leader)	Name	Address	Phone
----------------	------	---------	-------

Alternate Contact: \_\_\_\_\_

(Asst. Leader)	Name	Address	Phone
----------------	------	---------	-------

Send Statement to: \_\_\_\_\_

(Bill & Invoices)	Name	Address	Phone
-------------------	------	---------	-------

Person in Charge of Event: \_\_\_\_\_

(On day of Event)	Name	Address	Phone
-------------------	------	---------	-------

School District Employee Sponsoring (If Applicable) \_\_\_\_\_

**PLEASE READ THE FOLLOWING RULES:**

1. Approved Facility Uses are subject to cancellation when conflicts arise with the use of a facility for a school event.
2. School buildings shall be used by non-school groups only if there is a custodian or responsible school representative present. A School District employee must be present at all events, at all times.
3. The use of any equipment is forbidden, exceptions only if noted on the Facility Use Form, approved by the building administrator, and supervised/operated by a District employee.
4. Concession rights at any activity are reserved for school groups unless otherwise stipulated in writing by the Superintendent or his designee.
5. Sponsoring organizations are to provide adequate supervision prior to the scheduled event, during the event, and for a reasonable time after the event. Gambling, drinking, possession of alcohol and/or controlled substances, firearms, or other improper conduct on school premises is specifically prohibited. Inability to maintain adherence to these rules and provide proper and adequate supervision of participants could lead to denial of future access to School District facilities.

6. Non-School organizations and Commercial Groups must furnish the District a Certificate of General Liability Insurance in advance with Grandview C-4 School District named as additional insured. The organization granted use of the building should agree to pay for all damages to school property beyond ordinary wear. The school district does not assume any liability due to accidents either by participants or other persons during the time of group or organization use. No application will be approved without an insurance certificate, at time of application.
7. Non-school organizations (except for Commercial users) shall furnish written evidence that seventy-five (75%) percent of the participants in the event are residents of Grandview C-4 School District.

FEE SCHEDULE PER DAY

Building	Exempt School Groups	Non-School Groups	Commercial Groups
School Classroom	0	\$9	\$18
Elementary All-purpose room	0	\$54	\$72
Middle School Auditorium/Gym	0	\$108	\$135
Middle School Cafeteria	0	\$54	\$72
Community Center Auditorium/Gym	0	\$108	\$135
Community Ctr. Cafeteria	0	\$54	\$72
Sr. High Cafeteria	0	\$72	\$90
Sr. High Auditorium	0	\$225	\$450
Sr. High South Gym (small)	0	\$225	\$450
Sr. High North Gym (Large & Air conditioned)	0	Fee set by BOE	Fee set by BOE
Sr. High Football field Track (day time only)	0	Fee set by BOE	Fee set by BOE

If the usage is at a time when custodial personnel are not regularly on duty, in addition to rental costs above, we must add the actual cost to the District of a custodian which is time and half plus benefits, minimum two (2) hours will be added. The same is true for cafeteria personnel if access to a kitchen is required. No kitchen may be operated without School District Food Service personnel present.

I have read and do understand the regulations of the Board of Education governing the use of the facility, and signing this document agree to comply with those rules and regulations.

**DO NOT WRITE IN THIS SPACE**

Signature \_\_\_\_\_  
(Person Making Request)

Custodial Services \$ \_\_\_\_\_

Cafeteria Personnel \$ \_\_\_\_\_

Rental \$ \_\_\_\_\_

Damages, Etc. \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Building & Calendar Approval:  
\_\_\_\_\_ Date \_\_\_\_\_

Central Office Approval:  
\_\_\_\_\_ Date \_\_\_\_\_