

Monett R-I School District Facility Rental Procedures

A fee of \$40 per hour will be charged to rent the following Monett R-I School District facilities:

Monett Elementary Gym and/or cafeteria

Monett Central Park Elementary Gym and/or Cafeteria

Monett Middle School Auditorium, Gym, and/or Cafeteria

A fee of \$200 will be charged to rent the *Monett High School gymnasium* and/or the *Burl Fowler Stadium/Track* (up to four hours w/\$40 per hour after four hours)

A fee of \$100 per event for the *Monett High School* or *Scott Regional Technology Center commons/cafe/cafeteria* (up to four hours w/\$40 per hour after four hours).

A fee of \$200 will be charged to rent the *Monett High School Performing Arts Center* (up to four hours w/\$40 per hour after four hours) for non-ticketed events. For ticketed events (charging a ticket price at door), the charge will be \$400 or 10% of gross sales per event (for up to eight hours) – whichever is greater. Non-residents – add \$100 surcharge.

An additional fee (\$25 per hour during the week/\$35 per hour on weekends) will be charged to provide a lighting/sound technician for events at the performing arts center.

An additional fee (\$25 per hour during the week/\$35 per hour on weekends) will be charged for use of the kitchen facilities. Kitchen facilities may be used **only** with school kitchen supervision.

An additional fee (\$25 per hour during the week/\$35 per hour on weekends) will be charged for custodial time required to set up prior to or clean up after the event. In addition, any event that the district deems necessary to have a custodian present due to the number of people involved will be charged the same hourly rate.

Any questions concerning facility rental should be directed to the building principal or superintendent of schools. School facilities are not to be used by outside groups for the purpose of making a profit. ***This requirement may be waived by the superintendent for the Performing Arts Center.*

All facility rentals must abide by provisions set forth in **Board Policy KG** and **Administrative Procedures KG-AP** (attached).

Any group that rents any school facility agrees to assume responsibility for the conduct of people admitted to the building and/or grounds and further agrees to clean up after use, and to pay the cost of any damages to the building, grounds or equipment caused by members of the organization or their patrons.

Any group that rents any school facility that is advertising the event must include the following statement on all advertisement: **“This event is neither sponsored nor endorsed by the Monett R-I School District.”**

HOLD HARMLESS AGREEMENT:

We agree to protect, indemnify, save and keep harmless the Monett R-I School District against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property, including injury to ourselves, and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises and comply with and perform all of the requirements and provisions agreed to.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises and who has not previously agreed to protect, indemnify, save and keep harmless the Monett R-I School District.

We also agree to notify the Monett R-I School District of any damages or hazardous conditions immediately and to immediately discontinue use of the premises until the condition can be corrected.

SIGNATURE(S):

Lessee

Date

Building Principal

**Monett R-I School District
Application for
Use of School Facilities**

IDENTIFICATION:

Name of Group _____

Responsible Individual _____ Phone _____

Facility to be used _____

Purpose of activity _____

Date(s) _____ Time _____

Fee _____ Amount Paid _____ Date Paid _____

Set-up and/or clean-up arrangements must be made with the custodial supervisor at 417-354-0100.

Key checked out to _____

Address _____

Phone _____

Date key returned _____

RULES FOR USE OF FACILITY:

1. The use of tobacco products or alcoholic beverages shall not be allowed on the premises.
2. The responsible individual named above will make arrangements to see that the facility is clean and secured before leaving.
3. The responsible individual and/or group will report all damages and will be liable for those damages that occur during the leased period.
4. Kitchen facilities may be used **only** with school supervision (\$25 per hour weekday/\$35 per hour weekend).
5. Decorations, signs, special equipment, temporary structures, etc., will require specific permission from school authorities.

See additional rules for the use of the Performing Arts Center

List any and all custodial requests for the activity (Ex: setting up chairs, tables, mats, etc.) A charge of \$25 per hour during the week and \$35 per hour during weekend hours will be assessed for the time necessary to complete these requests.

List any and all sound and/or lighting requests for the activities in the performing arts center. A charge of \$25 per hour during the week and \$35 per hour during weekend hours will be assessed to hire a district approved technician.

Will the school public address (PA) system be used? Yes ___ No ___

Will technology (laptop, projector, etc.) be used? Yes ___ No ___

Signature/Date of Lessee _____

Signature/Date of Custodial Director (if needed) _____

Signature/Date of Principal or Superintendent _____

For office use only:

Charge for Facility \$ _____ Date Paid _____

Charge for Custodian \$ _____ Date Paid _____

Charge for Sound/
Lighting Technician \$ _____ Date Paid _____

Charge for Cafeteria
Labor \$ _____ Date Paid _____

Charge for Food \$ _____ Date Paid _____

Total Charge \$ _____ **Date Paid** _____

Request for Use of Kitchen/Cafeteria

Date to be used _____ Time: From _____ to _____

Name of organization _____

Description of activity _____

Estimated number in attendance _____

Name of person to contact _____

Address _____

Phone _____

Required arrangement of tables and chairs _____

List any other special arrangements required _____

Equipment and supplies to be furnished by the school district:

Coffee Pot(s) _____ Cups _____ Glasses _____

Silverware _____ Napkins _____ Plates _____

Salt/Pepper _____ Sugar _____ Milk _____

Butter _____ Trays _____

Dishwasher _____ Ovens _____

List any other equipment or supplies to be furnished by the school district.

Will the kitchen be used for preparation and serving of a meal? Yes ____ No ____

Note: At least one school cafeteria employee must be on duty during preparation and serving of a meal.

Who is responsible for the preparation of the meal? _____

If school cafeteria personnel is to prepare a meal, list menu by item and estimated cost:

<u>ITEM</u>	<u>ESTIMATED AMOUNT</u>	<u>ESTIMATED COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Estimated Food Cost \$ _____

Estimate of Cafeteria Labor:

Hours _____ Rate per hour _____ (=) \$ _____

Describe arrangements for serving the meal _____

List any additional information needed _____

Signature/Date of Lessee _____

Signature/Date of Cafeteria Director _____

Signature/Date of Principal or Superintendent _____