



Facility Usage Office
 455 N. Woods Mill Rd
 Chesterfield, MO 63017
 Office: 314-415-8111
 Fax: 314-415-8009

APPLICATION FOR USE OF SCHOOL FACILITIES

COMPLETE AND RETURN FORM TO LOCATION WHERE APPLYING FOR USE.

- Applications may take up to 10 business days to process.
- Upon approval, you will receive an email confirmation. Please print the confirmation to serve as your permit. Groups failing to produce a confirmation upon request will be asked to leave the premises.
- All facility users must have a current certificate of liability on file prior to the scheduled event. (See #7 on page 2 of this form)
- Times requested should reflect all set-up, rehearsal, program, and takedown time needed. Any applicable custodial fees will begin 30 minutes prior to start time of facility request and end when cleanup is completed after end time of facility request (there is a minimum four-hour charge on weekends).
- User has read and agreed to abide by policy KF.BP and KF.G

FOR OFFICE USE ONLY	
Building Level Sign-off for Initial Approval of Application:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined Schedule ID#: _____
Signature: _____ Date: _____	
Facility Usage Office Sign-off for Approval of Application:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined Invoice #: _____
Date(s) Insurance Requested: _____	
Signature: _____ Date: _____	

Activity Title: <i>(User group must provide proof of insurance prior to event; refer to #7 under the General Conditions for Facility Use for details.)</i>	
Activity Type:	Meeting Practice Game Camp/Clinic Tournament/Meet Fundraiser Special Event Other: _____
Location (Name of School):	Estimated Number Attending:
Facilities Requested:	Activity Date(s) (Be specific):
Start Time of Facility Request:	End Time of Facility Request:
Name of Organization/Group/Sponsor:	
Organization Status: For Profit _____ Non-profit; Federal Non-Profit Tax Id #: _____ Parkway Group _____ A Federal Non-Profit 501(c) 3 Tax Id Number is required to receive the non-profit rate. If group does not have a Non-Profit Tax Id Number, the for-profit rate will be assessed.	
Contact Person: <i>(This individual will receive all communications and invoices related to facility use).</i>	
Address:	City: State: Zip:
Primary Phone:	Secondary Phone:
Email: <i>(You must provide an email address at the time of application. This will be our primary way to contact you).</i>	
Do you anticipate guests with special needs/physical challenges that will need to be accommodated? If yes, please describe:	Yes No
Will a fee be charged to individuals to participate in or attend this activity (registration, admission, etc.)? If yes, who will payment be made payable to (name of organization/person)?	Yes No
Will food be served? (specific permission is required prior to activity) If yes, check food provider: Parkway School District Food Services (contact 314-415-8248 for menu/pricing information) User group or outside vendor (contact Facility Usage office at 314-415-8111 for approval prior to activity) If user group/outside vendor is providing food, will you require use of a kitchen? (kitchen personnel fees will apply)	Yes No Yes No
Is special room set-up required (a separate charge may apply)? If yes, please describe your needs:	Yes No
For outside activities: Will you need access to inside restrooms? If yes, custodial fees will begin 30 minutes prior to the time access to the facility is requested and will end when cleanup is completed after the activity (there is a minimum four-hour charge on weekends).	Yes No
Is audiovisual or audio equipment needed (subject to availability – a separate charge may apply)? If yes, please describe:	Yes No



Facility Usage Office
 455 N. Woods Mill Rd
 Chesterfield, MO 63017
 Office: 314-415-8111
 Fax: 314-415-8009

APPLICATION FOR USE OF SCHOOL FACILITIES

GENERAL CONDITIONS FOR FACILITY USE

1. User will comply with all State, federal, local and Parkway School District (hereafter known as "PSD") statutes, policies, regulations and ordinances, including but not limited to, all fire, safety, traffic, parking and public safety requirements ("Laws"). The property and facilities of PSD shall be used only for purposes that conform to, and in a manner consistent with, such Laws and only for the purposes as described herein. Organization shall comply with all directives from the Superintendent or his/her designee.
2. Smoking/vaping or smokeless tobacco use is not permitted in or on any PSD property. The sale, consumption or possession of alcoholic beverages shall not be permitted on PSD premises at any time. Nor shall any person who is in an intoxicated condition, or who is under the influence of alcohol or illegal drugs, be permitted on the premises. The use of profane language or gambling is not permitted in any facility.
3. A representative of the Organization must be present and supervising attendees at all times. The primary contact person listed on the application will be held responsible for the conduct of all attendees. PSD reserves the right to terminate Organization's use at any time if said representatives determine, in their sole discretion, Organization's use is or will be unruly, dangerous, destructive, excessively loud or inappropriate for the facility.
4. No use of equipment shall be granted unless an instructor or attendant approved by PSD is in charge of the rooms or equipment.
5. User shall be responsible for any damages to the facility caused by persons using the facility under this Agreement or otherwise arising from this Agreement.
6. Organization agrees to indemnify and hold harmless PSD, the Board of Education, and its directors, officers, administrators, employees and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against PSD, the Board of Education or any of its directors, officers, administrators, employees or agents on account of or resulting from injury, or claim of injury, to person or property arising out of the Organization's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Organization. Organization further: (1) agrees that the Organization assumes all risk of loss, damage or injury to person or property arising from the Organization's use of the school premises; (2) releases PSD, its Board of Education, directors, officers, administrators, employees and other agents, from any and all claims arising out of the use of school premises as described above by the Organization and agrees not to sue, and (3) agrees to pay any taxes incurred by PSD arising from Organization's use of the facility.
7. User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, with a \$2,000,000 aggregate, which names Parkway School District, the Board of Education, its directors, officers, administrators, employees and other agents as additional insured's, and complies with other requirements imposed by the Superintendent or his/her designee. Proof of insurance (certificate of liability) must be provided at least five business days prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, PSD can provide a link for special event insurance. Questions can be directed to the Facility Usage Office at 314-415-8111.
8. Failure to abide by terms of this Agreement in accordance with board policy KF.BP may result in the immediate termination of the Agreement by PSD.
9. This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in St. Louis County, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in St. Louis County, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but St. Louis County, Missouri without the express written consent of PSD.
10. All users of PSD property are hereby notified that PSD buildings contain some amount of asbestos containing materials. Management plans are available in each school office. For more information, please contact the PSD Environmental Services Manager at (314) 415-8294.
11. This Agreement is the entire agreement, may be modified only by the written agreement of the User and PSD and may not be assigned by the User.

CHARGES AND PAYMENT FOR USE/CANCELLATION

1. An invoice will be forwarded to the organization/individual listed as being responsible for payment following completion of the activity. For activities with multiple dates, periodic invoicing may occur. Payment will be due based on terms noted on the invoice. No group delinquent in payment for use of a building will be approved for subsequent use of school facilities. Checks can be made payable and mailed to Parkway School District, Attn: Facility Usage Office, 455 N. Woods Mill Rd Chesterfield, MO 63017.
2. Times requested should reflect all set-up, rehearsal, program and takedown time needed. Facility fees will be based on the start and end time of facility request listed on the application. Any applicable custodial fees will begin 30 minutes prior to start time of facility request and end when cleanup is completed after end time of facility request (there is a minimum four-hour charge on weekends).
4. PSD reserves the right to cancel this reservation at any time, without cause or penalty. PSD also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.

User hereby agrees to all of the above terms and conditions. The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this Agreement and bind the Organization hereto.

Printed or Typed Name: _____

Signature: _____ Date: _____