

Building Use Request Form
Savannah R-III School District
Savannah, Missouri

Updated September 21, 2011

Date _____

Name of organization: _____

Purpose of Building Use _____

School location: (circle one)

High School

Middle School

Minnie Cline

John Glenn

Amazonia

Helena

Chestnut Campus

Facility to be used: _____

Date you want the building: _____ Time: _____

If long term: Starting date _____ Ending date: _____ Hours _____

The facilities of the Savannah R-III School District will be available for use by community groups at the discretion of the school building administration. Approval for use is required from the school district and building administration. The following rates will be charged for all groups using district facilities based on a non-profit or profit status. Note: Employees of the district and/or groups who are raising funds that are collected and deposited in a school/district controlled account will not be charged.

	Non-Profit Rate	Profit Rate
Gymnasiums	\$5/hour	\$10/hour
Outdoor Fields	\$5/hour	\$10/hour
Cafeterias	\$5/hour	\$10/hour
Classrooms	\$2.50/hour	\$5/hour

*For a one time usage of a facility the fee will be collected at the day of the usage. For those groups using on an on-going basis, the fees will be collected at the end of each month. Fees will be expected before the next month's usage is permitted.

The following organizations are exempt from the provisions of this policy when acting as a not-for-profit organization. Exempt groups: Alumni Basketball tournament, Boy Scouts of America, Girl Scouts of America, PTA/PTSA groups, Community Education classes, local emergency and planning committees, and not-for-profit charity organizations.

School district facilities will not be used for private parties or private receptions.

Use Information

What room or part of the facility do you wish to use? _____

Will your activity require district personnel to open and close the facility? YES NO

Will a custodian be required for clean up? YES NO

If a custodian is required to clean up, your group will be assessed a \$12 per hour fee.

Will the kitchen facility be utilized: YES NO

Will you be preparing or serving food from the kitchen? YES NO

If yes, then a school district food service personnel is required to be on duty. The cost of this is \$12 per hour.

Will you guarantee that the kitchen will be cleaned? YES NO

What equipment or apparatus will be brought into the building? _____

Certification of Proper Use and Rental of Savannah R-III School District Facilities

I certify that the above organization for which I am responsible will provide adequate supervision and care for the use of the Savannah R-III School District facility being requested. If damage does occur, I recognize that prompt payment will be made according to the listed fees. I also agree to pay the assessed amount.

Authorized Representative **Printed Name**

Date

Phone Number

Authorized Representative **Signature**

Administration Authorization

I recommend _____ approval _____ non-approval of this request form.

Building Administrator's Signature Date

Superintendent's Signature Date

Key checked out to: _____

Date: _____

Key returned by: _____

Date: _____

