

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

Date: _____

Name of organization: _____

Purpose of building use: _____

School location: (circle one)

High School Middle School Minnie Cline John Glenn Amazonia Helena Old Middle School 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. 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. All money will be collected at the time of reservation. There will be no refunds issued. Central Office and SHS will accept payments of facilities, checks need to be made out to Savannah R-III School District.

Rates:

Gymnasiums \$5 per hour (non-profit) or \$10 per hour (profit)

Outdoor field \$5 per hour (non-profit) or \$10 per hour (profit)

Cafeteria \$5 per hour (non-profit) or \$10 per hour (profit)

Classroom \$5 per hour (non-profit) or \$10 per hour (profit)

Food service \$15 per hour

Custodian for cleanup \$15 per hour

Equipment fee \$25 per day (example: volleyball nets/standards, basketballs, etc)

Tournament fee \$100 per day if charging admission for non-district events

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 clubs/organizations.

Anyone hosting a tournament for profit or not affiliated with the Savannah School District will need to provide proof of insurance or use the Savannah RIII School District liability insurance which can be found at:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

District # 45-17-372

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

User Information

What room or facility do you wish to use: _____

Will your activity require district personnel to open and close the facility? If YES what time: _____

YES NO

Will a custodian be required for clean up: If YES list the approximate start/finish time: _____

YES NO

Will the kitchen facility be utilized? If YES list the approximate start/finish time: _____

YES NO

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

Certification of Proper Use and Rental of Savannah R-II 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 _____

Authorized Representative Signature: _____ Date _____ Phone _____

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 _____

**Hold Harmless Agreement
(Must be completed)**

We _____ located at
(Name of organization)

_____ agree to
(Address)

protect, indemnify, save, and keep harmless, Savannah R-III School District, Savannah Schools and all district agents 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 whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during a period commencing _____ (beginning date of activity) at the premises of Savannah R-III School District _____ (building). I have a procedure in place which notifies parents of children in my activity that (1) parent(s) are responsible for children and any accident which may occur as a result of this program, and (2) the parents(s) may not hold the school district responsible for any loss that may result from participating or allowing their child(ren) to participate in this program.

YES NO
(Must circle one)

By: _____

Title: _____

A Hold Harness agreement is required for each Building Use Requirement Form.

Attach this completed form to the completed Building Use Request Form and submit to Central Office for final approval.

NOTE: Building use forms will be on file for 5 months. After 5 months, individuals and/or groups will need to fill out a new form and submit to administration to request and/or maintain usage of district facilities.