FACILITY USE AGREEMENT

**Purpose** – Neosho School District desires to make our school facilities available to the patrons of our district so we can build and maintain strong community relations. Neosho School District athletic teams, clubs, and organizations shall have priority over all other request for use. Because of this your request may be denied or your event may be rescheduled. No overnight activities will be allowed in the Neosho School District facilities unless sponsored by a school related organization or approved by the Superintendent of Schools. (Board Policy KG)

**Insurance** – Users will submit a certificate of liability insurance of not less than one million dollars or a release of liability signed by all parents/guardians and attendees prior to facility use. (Board Policy KG)

**User** – The definition of a user is any organization, association, or individual who uses district facilities, equipment, or land, pursuant to a facility use agreement.

**Hold Harmless Agreement** – The attached hold harmless agreement must be signed prior to facility use. (Board Policy KG)

**Damages** – Users are responsible for damages caused by the group and will compensate the Neosho School District for the amount needed to get the facility back to the working order it was prior to use. (Board Policy KG)

**Clean-Up** – At the end of each day users will have the areas they are in looking the same, or better than it did prior to their use. School custodians and cafeteria workers will be required at the user’s expense when the building administration deem it necessary.

**Emergency** – Users will provide certified medical emergency responders if administration deem it necessary. Some emergencies may result in the cancellation of the event, upon the discretion of the superintendent or designee.

**Supervision** – Users shall identify the name of a Facility Coordinator, who would preferably be a school employee, to serve as the contact for communication purposes before, during, and after the event. This person must be over the age of 21. Users must provide security, by an approved security source, if administration deems it necessary.

**Resident Requirement** – At least one of the organization’s members must be a student of the school district in order to use the district’s facilities without payment of rent unless money will be generated by this event.

**Fees & Payments** – All payments for rental of facilities shall be made payable to the Neosho School District prior to use, unless approved by administration. A rental schedule is attached and will be applicable if your event will be used to generate money. Custodial services will be required if custodians are not on duty in the building and will be paid at $35.00 per hour.

Name of Organization ________________________________ Name of Facility Coordinator __________________________

Date(s) Needed _______________ Time _______________ Facility Location ________________________________

Cell Phone # ________________ Home Phone # _______________ E-mail ________________________________

Purpose _______________________________________________________________________________________
______________________________________________________________________________________________

_________________________________________ ________________________________
Facility Coordinator Date Building Administrator Date

Please remit this page and the hold harmless agreement to the building administrator. Should school be canceled, all non-school activities will be canceled.
Neosho School District

COMMUNITY USE OF SCHOOL FACILITIES, EQUIPMENT, AND LAND

Hold Harmless

(Individual Liability)

THIS SIGNED CONTRACT MUST BE SUBMITTED TO THE DESIGNATED BUILDING ADMINISTRATOR NO LATER THAN ONE (1) WEEK BEFORE THE EVENT.

In the event the user does not have a certificate of insurance, all parents/guardians and attendees must sign below before use of the facility will be allowed. Persons not signing this agreement cannot use the district’s facilities.

I have read, understand and agree to abide by the district policies and requirements on usage of school facilities, equipment and land. I have read and agree to abide by the Terms of Community Usage attached.

I agree to protect, indemnify, save and keep harmless, the Neosho School District against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence while using school facilities, equipment and/or land, causing injury to any person or property, including injury to myself or any individual attending the event, using the equipment or land as more fully described in the Agreement, and will protect, indemnify, save and keep harmless the District from any and all claims, costs or expense arising out of said use of the school facilities, equipment and/or land and comply with and perform and abide by all policies/procedures and requirements agreed to and required by the Neosho School District during the usage period for above school facilities, equipment and/or land.

I agree to release the Neosho School District, its board and employees, from liability for any claim, cause of action, personal injury, property damage, or other damages occurring during the use of the district's facilities, equipment and/or land by the user.

I agree to be responsible for repair or replacement of any item used or damaged. I understand a repair or replacement invoice will be sent to me by the District if any property is damaged or destroyed, and payment of the invoice will be due within ten (10) days. I agree to notify the facility supervisor immediately of any damages to the facilities, equipment or land or any hazardous conditions on District property.

I understand that a deposit may be required by the designated building administrator no later than one (1) week prior to the event. I understand if payment for the usage of facility, equipment and/or land is not received in full at least one (1) week prior to the date of the event, the event may be canceled. I understand I must notify the facility administrator of cancellation as soon as possible.

I agree to directly pay the individuals designated to provide custodial, food service, sound/light, etc., the amounts set forth in the Terms of Community Usage no later than the day of usage. I understand that the designated individual(s) will act as an independent contractor and not in any capacity as a District employee. If additional expenses are authorized by me and approved during usage that are not listed in the terms of this contract, they will be payable the day of usage.

__________________________________________________________________________
Signature of Building Administrator for Neosho School District
Date

__________________________________________________________________________
Signature of Facility User
Date
Signature of Facility User
Date

__________________________________________________________________________
Signature of Facility User
Date
Signature of Facility User
Date

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Signature of Facility User
Date

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Signature of Facility User
Date
Signature of Facility User
Date
Neosho School District
COMMUNITY USE OF SCHOOL FACILITIES, EQUIPMENT, AND LAND
Hold Harmless Agreement
(Certificate of Insurance)

THIS SIGNED CONTRACT MUST BE SUBMITTED TO THE DESIGNATED BUILDING ADMINISTRATOR NO LATER THAN ONE (1) WEEK BEFORE THE EVENT.

I have read, understand and agree to abide by the district policies and requirements on usage of school facilities, equipment and land. I have read and agree to abide by the Terms of Community Usage attached.

I agree to protect, indemnify, save and keep harmless, the Neosho School District against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence while using school facilities, equipment and/or land, causing injury to any person or property, including injury to myself or any individual attending the event, using the equipment or land as more fully described in the Agreement, and will protect, indemnify, save and keep harmless the District from any and all claims, costs or expense arising out of said use of the school facilities, equipment and/or land and comply with and perform and abide by all policies/procedures and requirements agreed to and required by the Neosho School District during the usage period for above school facilities, equipment and/or land.

I agree to be responsible for repair or replacement of any item used and returned in damaged condition. I understand a repair or replacement invoice will be sent to me by the District if any property is damaged or destroyed, and payment of the invoice will be due within ten (10) days. I agree to notify the facility supervisor immediately of any damages to the facilities, equipment or land or any hazardous conditions on District property.

I agree to comply with District requirements for insurance coverage and to provide a certificate of insurance naming the Neosho School District as additional insured. The certificate will be provided at least one (1) week prior to the date of the event or the contract may be cancelled.

I understand that a deposit may be required by the designated building administrator no later than one (1) week prior to the event. I understand if payment for the usage of facility, equipment and/or land is not received in full at least one (1) week prior to the date of the event, the event may be canceled. I understand I must notify the facility administrator of cancellation of at least one (1) week prior to the date of the event.

I agree to directly pay the individuals designated to provide custodial, food service, sound/light, etc., the amounts set forth in the Terms of Community Usage no later than the day of usage. I understand that the designated individual(s) will act as an independent contractor and not in any capacity as a District employee. If additional expenses are authorized by me and approved during usage that are not listed in the terms of this contract, they will be payable the day of usage.

________________________________________  __________________________________________
Signature of Building Administrator for Neosho School District  Date

________________________________________  __________________________________________
Signature of Person to be Held Responsible for the Event  Date
## REQUEST FOR USE OF SCHOOL FACILITIES

**Neosho Schools**

<table>
<thead>
<tr>
<th>CONTACT/BILLING PERSON</th>
<th>DATE REQUESTED</th>
<th>DATE SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT/BILLING ADDRESS</th>
<th>CONTACT PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REQUESTING GROUP

- **Group/Organization**
- **Check One:**
  - School Organization
  - Community Organization
  - Other
  - Verified Student from Neosho

### REQUESTING DATE/TIME

- **Date(s) Requested**
- **Day of Week**
- **Time for Activity**
- **Anticipated Number Attending**
- **Set-up Time**
- **Event Start Time**
- **Estimated End Time**
  (Facilities close at 11:00 p.m. and will not be available on Wednesday evenings or Sundays)

### FACILITY REQUESTED

<table>
<thead>
<tr>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
</tr>
<tr>
<td>Building</td>
</tr>
<tr>
<td>Gym</td>
</tr>
<tr>
<td>Auditorium</td>
</tr>
<tr>
<td>Cafeteria</td>
</tr>
<tr>
<td>Field</td>
</tr>
<tr>
<td>Classroom: How many?</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

### ACTIVITY DETAILS

- **Purpose and Nature of Activity:**
- **Insurance Verification:**
  - Date Received
- **Activity Will Be Open To:**
  - General Public
  - Members of Group Only
  - Restricted To:
- **Charges to Participate:**
  - No Fee or Admission
  - Donation Requested

### SCHOOL SERVICE REQUIRED

- **Check all that apply:**
  - Security
  - Cafeteria Staff
  - Custodial Staff (for set-up and/or clean up)
  - Audio/Visual/Technician (Additional Fees Apply)
  - Sound System
  - Hours custodian to be on Duty

### Additional Comments/Requirements

- ____________________________

### CONTACT NAME | DATE | DEPOSIT (Paid 6 Days In Advance)

- **CHECK ALL THAT APPLY**

  - Groups of Neosho Students Only.
    - ( ) No charge for groups with Neosho students, and not-for-profit groups.
  - Non Student Only Groups or Neosho student groups raising money through event.
    - ( ) $________ per hour as calculated per attached fee schedule.
    - ( ) Custodial salary at a rate of $35.00 per hour, per custodian. ( ) No custodial charge/during regular custodial hours.
    - ( ) Kitchen Food Service employees will be determined by Chartwells.

### ESTIMATED USE FEE:

| $________ | $________ |

- Checks payable to: Neosho Schools, 418 Fairground Road, Neosho, MO 64850

### Responsible resident, who signs below, agrees to abide by the regulations adopted by the Board of Education and pay any fees applicable and any damages to facility incurred during event.
<table>
<thead>
<tr>
<th></th>
<th>Joplin</th>
<th>Joplin NP</th>
<th>Neosho</th>
<th>Neosho NP</th>
<th>Springfield</th>
<th>Springfield NP</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Football Stadium</td>
<td>$1,250.00</td>
<td>$400.00</td>
<td>tba</td>
<td>na</td>
<td>$500.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>High School Gym</td>
<td>$1,500.00</td>
<td>$500.00</td>
<td>$200.00</td>
<td>na</td>
<td>$150.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>High School Gym 2 or 3</td>
<td>$300.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>HS Softball Field</td>
<td>$500.00</td>
<td>$175.00</td>
<td>tba</td>
<td>na</td>
<td>$500.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>HS Baseball Field</td>
<td>$550.00</td>
<td>$200.00</td>
<td>tba</td>
<td>na</td>
<td>$500.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>HS Soccer</td>
<td>$500.00</td>
<td>$175.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>HS Track</td>
<td>$300.00</td>
<td>$100.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>HS Tennis Courts</td>
<td>$20 to $40</td>
<td>$10 to $20</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>Performing Arts Center</td>
<td>$700 to $850</td>
<td>$250 to $350</td>
<td>$450.00</td>
<td>na</td>
<td>$150.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>HS Cafeteria</td>
<td>$350.00</td>
<td>$125.00</td>
<td>$75.00</td>
<td>na</td>
<td>$110.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>HS Kitchen</td>
<td>$250.00</td>
<td>$100.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>HS Classroom</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$30.00</td>
<td>na</td>
<td>$10.00</td>
<td>nc</td>
</tr>
<tr>
<td>JH/MS Gym</td>
<td>$300.00</td>
<td>$100.00</td>
<td>$150.00</td>
<td>na</td>
<td>$95.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>JH/MS Auditorium</td>
<td>$300.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>na</td>
<td>$95.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>JH/MS Cafeteria</td>
<td>$300.00</td>
<td>$100.00</td>
<td>$75.00</td>
<td>na</td>
<td>$95.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>JH/MS Kitchen</td>
<td>$175.00</td>
<td>$75.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>JH/MS Outdoor Sports</td>
<td>$100.00</td>
<td>$25.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>JH/MS Classrooms</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$24.00</td>
<td>na</td>
<td>$10.00</td>
<td>nc</td>
</tr>
<tr>
<td>Elementary Gym</td>
<td>$150.00</td>
<td>$50.00</td>
<td>$100.00</td>
<td>na</td>
<td>$95.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Elementary Cafeteria</td>
<td>$150.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>na</td>
<td>$95.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Elementary Kitchen</td>
<td>$100.00</td>
<td>$25.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>Elementary Sports Field</td>
<td>$75.00</td>
<td>$25.00</td>
<td>tba</td>
<td>na</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>Elementary Classroom</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$24.00</td>
<td>na</td>
<td>$10.00</td>
<td>nc</td>
</tr>
<tr>
<td>Lights (Sports Auditorium)</td>
<td>$50 to $100</td>
<td>na</td>
<td>$20 hr</td>
<td>na</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights Cafeteria</td>
<td>$20.00</td>
<td>na</td>
<td>tba</td>
<td>na</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Fee</td>
<td>$35.00</td>
<td>na</td>
<td>$35.00</td>
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<td>$32.00</td>
<td></td>
</tr>
<tr>
<td>Deposits Secondary</td>
<td>$500.00</td>
<td>na</td>
<td>tba</td>
<td>na</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Elementary</td>
<td>$300.00</td>
<td>na</td>
<td>tba</td>
<td>na</td>
<td></td>
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</tr>
</tbody>
</table>