



FRANCIS HOWELL SCHOOL DISTRICT

"Accredited With Distinction"

FACILITIES AND OPERATIONS DEPARTMENT

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The Board of Education and the Francis Howell School District thank you for your interest in using the facilities the Francis Howell School District has to offer. We encourage our buildings to be true community resources. Organizations may use school facilities, as long as appropriate guidelines and regulations are followed. Applications for use of our facilities MUST be completed and directed to the appropriate building for approval based on availability/purpose. Actual usage is determined by the individual building administrators. To determine availability for use, please fill out the applicable forms that pertain to your specific request(s) and submit it the school that has the facilities you are interested in using.

Fees are charged for building use, custodial time and event supervisor(s) time. Fees are charged for weeknight building use for outside groups not directly involved with district programs. To find out if your group is exempt from charges you can contact the district at 636.851.6300.

Please find attached all of the Use of School Property forms for our facilities that are available throughout our District. Submit the completed form to the school you are interested in using. When the completed forms are received, the school will:

- 1) Verify that your specific dates are available.
- 2) Get the forms approved by appropriate building personnel/administrators.
- 3) Get all necessary workers confirmed that are needed for your specific event.

Once the above steps have taken place, we will contact you verifying that your event is reserved and return a copy of the approved application to you.

Once your event is confirmed, if you have questions about the use of the facility, please call the specific school where your event is being held. If financial questions occur, please contact the Facility and Operations office at 636.851.6300.

General Guidelines and Regulations for the Use of School Facilities

1. Smoking and/or use of tobacco products is prohibited on all school property.
2. No alcoholic beverages are to be brought to or consumed on school property.
3. Throughout the term of the contract, each facility usage must be consistent with the information provided on the application form, namely; purpose for which building will be used, number of attendees, age of attendees, charges to participants and/or attendees, person in charge. A usage permit may not be transferred. Any change in the name and phone number of the person in charge of the group or organization must be reported to the school.
4. No evening activities will be held on national holidays or on nights when school is canceled or dismissed early because of bad weather. When schools are closed because of parent-teacher conference or other school holidays, evening activities will meet as scheduled, unless dates to be excluded are indicated on the other side of this form. School district activities, even those scheduled on short notice, must take priority over building use by other community organizations.
5. A school employee must be present and responsible for opening and closing a school building any time it is used by a community organization. Each participant of the group must cooperate with and follow the directions of the FHSD staff; this may include a custodian and an event supervisor.
6. All weekday activities must be over by 9:00 PM at elementary/middle schools and 10:00 PM at high schools.
7. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group or organization using the facility.
8. Any group using school facilities must provide adequate adult supervision of the participants throughout the term of the activity. Participants must not arrive before the scheduled starting time. Should members of the group arrive early, supervision is the responsibility of the organization. Children who accompany group activity participants, but do not participate themselves, must remain in the area assigned to the group and must be properly supervised at all times. A group may only use its assigned area of the building. Participants are not allowed to go into other parts of the building.
9. Before leaving the facility, the sponsor must check areas used by the group to be sure they are left in good order. If your meeting place is a classroom, be sure not to disturb materials or equipment. Additionally, the sponsor must check out with an FHSD event supervisor.
10. Permission to use a building does not include the use of school equipment such as projection equipment, athletic equipment, musical instruments, public address system, etc.
11. No batting practice, hard balls (baseballs, softballs, and soccer balls), roller skates or roller blades are allowed in any part of the facility. Rubber soled shoes must be worn for gymnasium usage.
12. If the kitchen is to be used, the organization must contact Sodexo food services at 636-851-6022, to engage a cook to supervise. This cost is payable at the time of the event directly to the Sodexo employee.
13. An organization that violates any of these rules and regulations will be denied the use of school facilities.
14. Libraries are not rented.
15. The use of playgrounds and buildings during summer months for recreational purposes shall be governed by the Superintendent according to the Board of Education policies, rules, and regulations.
16. Facilities will not be rented during summer months, fall break, winter break and/or spring break when school is not in session.
17. The Administration of the FHSD may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/security will be paid by the FHSD.
18. If inclement weather results in school closing, facilities will not be available for use.



Fees for General Use of Building

A fee schedule that lists the charges for using various facilities within the school district can be obtained from any school office. When applicable, fees for custodial hours and event supervisor hours will be included in the cost. A custodial/event supervisor time sheet must be signed by the person in charge of the group to verify usage times. A bill for building usage and custodial/event supervisor hours will be sent to the address on the application.

Use of kitchen is \$25 per event (district will bill for payment). Sodexo food service employees must be hired whenever a kitchen is used. Sodexo employees earn \$15 per hour payable at the time of the event.

Custodial rate is minimum \$25 per hour or time and a half (1-1/2) based on the employee's regular rate (minimum 4 hours) for building use outside of normal custodial hours or its use necessitates additional custodial help. Custodians should not be paid direct; work time is recorded on building use pay sheet.

Event Supervisor rate is \$50 per hour, minimum 4 hours. Two (2) hours before/beginning of the event and two (2) hours at end of event. If an additional call is made for Event Supervisor, it is a minimum of two (2) hours per call. Event Supervisor should not be paid direct, work time is recorded on building use pay sheet.

For large events the Activities Director will determine if security (off duty police officers) is required \$66.00 per hour, per officer. Security should not be paid direct; work time is recorded on building use pay sheet.

Payment for events is due within 90 days from date of invoice.

If any group has two or more infractions of any of the above guidelines and regulations they will be denied further use of the FHSD facilities.

I agree to follow the regulations and guidelines specified by the district.

Name of Organization: _____

Authorized Representative:

Please Print Name

Signature

AGREEMENT TO HOLD HARMLESS AND INDEMNIFY

We _____ hereby covenant and agree that, with respect to our use of the premises _____ (describe premises) for the purpose of _____, during the period _____ (list inclusive dates), to defend, indemnify and hold harmless

_____ (list school district/ community college, board members, administrators, teachers, employees, volunteers and agents) from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs and expenses arising out of or in connection with the use of said premises.

This agreement to defend, indemnify and hold harmless specifically includes all claims arising out of any accident or other occurrence on or about said premises causing injury to any person or property.

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, defend, indemnify, and hold harmless

_____, and whose signatures do not appear on this agreement.

We hereby acknowledge that we have inspected the premises and find the premises fit for our intended use. We also agree to notify _____ of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected. We hereby acknowledge that the School District/ Community College does not carry medical pay coverage on the premises referenced herein.

The following organization and all persons participating in the activity have read and agree to all the conditions on page one, and upon their requests, will be furnished a photocopy of those conditions. If the participant is a minor, parent or guardian must sign this agreement:

_____ DATE _____

_____ DATE _____

_____ DATE _____

_____ DATE _____

_____ DATE _____

