

**Request is:**

Circle one

Tentative \* \_\_\_\_\_

Confirmed \_\_\_\_\_

Canceled \_\_\_\_\_

Approved by: \_\_\_\_\_

\*If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled.

**Facility Use Request**

Ridgeway R-V School

Please return original to:

Superintendent's Office

305 Main Street

Ridgeway, MO 64481

Phone-660.872.6813

Fax-660.872.6230

Date facility needed:

Day of the week:

Group/Sponsor:

Brief description of the requested facility use:

Use start time:

Use end time:

If request is for a regular weekly/monthly time, please describe:

Location being requested:

Room:

Rain plan/alternate site:

Estimated attendance:

Primary Contact Person:

Name

Address

Phone

Secondary Contact Person:

Name

Address

Phone

Will your group need access to the building to decorate or set-up before the time/day of the use? Yes No  
If so when?

Admissions standards for the event: (circle one)    ticket required    invitation    open to public

Do you anticipate guests with special needs/physical challenges? Yes No

If yes, please describe:

Will food be served? (special permission is required) Yes No

If yes, please describe:

Is special room set-up required? ( a separate charge may apply) Yes No

If yes, please describe your needs:



Will there be a need for custodial services after the event? (a separate charge may apply) Yes No

If yes, please describe:

Will outside equipment be delivered/picked up? Yes No

If yes, please describe:

Is audiovisual equipment needed? (a separate charge may apply) Yes No

If yes, please describe:

### General Conditions For Facility Use

User agrees that the property and facilities of Ridgeway R-V (facilities herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, fields, sidewalks, hallways and restrooms) shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. The individual requesting facility must be at least 21 years of age.
2. The individual requesting the facility agrees to be present and supervise the activity.
3. The individual requesting the facility/checking out the key will not make a copy of the key, nor will s/he loan out the key to another individual.
4. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the institution.
5. Smoking is not permitted in any facility.
6. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
7. The use of profane language or gambling in any form is not permitted in any facility.
8. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
9. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
10. User agrees to indemnify, defend and hold harmless Ridgeway R-V, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
11. If requested by the District, user agrees to provide proof of comprehensive general liability insurance which names the Ridgeway R-V School District, its board members, administrators, teachers, employees, volunteers and agents as an additional insured. The School District reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. All insurance coverage provisions, and limits, may be revised or increased by the School District to reflect risk exposure. Special event coverage is available at [musicprogram.org](http://musicprogram.org) under the resources tab.
12. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
13. This Agreement may be modified only by the written agreement of the User and the institution.
11. Fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to Ridgeway School District.
12. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
13. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
14. Users of facilities will abide by the General Conditions.

\_\_\_\_\_  
Signature of Primary Contact Person

\_\_\_\_\_  
Date

Estimated rental charge:

\$50 for 1 day use—\$25 will be returned when the key is returned and if the facility is found to be in satisfactory condition.

\$75/semester for a maximum of 1 day per week —\$25 will be returned when the key is returned

Rental charge and other fees:

Amount of payment:

Date of payment:



## Checklist for Ridgeway R-V Facility Use

Please leave the facility as clean as or cleaner than you found it. Initial each item accomplished and return with the key .

- \_\_\_\_\_ 1. Restrooms cleaned/toilets flushed/lights out.
- \_\_\_\_\_ 2. Sweep and mop floors in kitchen, hallway, and dining areas.
- \_\_\_\_\_ 3. Take out trash and put new bags in trash cans.
- \_\_\_\_\_ 4. Return all cleaning supplies to storage area.
- \_\_\_\_\_ 5. Wash dishes, pots and pans and place them in the drainer.
- \_\_\_\_\_ 6. Wipe off counters, stove, and the surface around stove area.
- \_\_\_\_\_ 7. Clean grill and pan underneath it.
- \_\_\_\_\_ 8. Turn off and clean coffee pot if used.
- \_\_\_\_\_ 9. Shake the rugs outside.
- \_\_\_\_\_ 10. Clean and wipe off table and seats.
- \_\_\_\_\_ 11. Turn off all lights (except west outside entrance gym light) and make sure  
all doors are locked and secured.

Thank you for your cooperation in maintaining our District facilities. We hope that you have enjoyed the use of the facilities and it has benefited your group.

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Signature of User

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\_\_\_\_\_ \$25 deposit is being returned. All items have been checked and facility is  
satisfactorily cleaned and maintained.

\_\_\_\_\_ \$25 deposit is held due to unsatisfactory facility conditions following use.



#### **P 1420 Community Use of School Facilities**

School District facilities are available for community use when facilities are not required for instructional or administration purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

#### **R 1420 Community Use of School Facilities**

##### **Use of Buildings**

In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the Superintendent/designee.

##### **Applications for Use**

Applications for the use of the premises shall be made in writing and shall state the date and purpose of the use, and, if an admission charge is to be made, the purpose of raising said funds and such other information as the Board or the Superintendent may require. Parent organizations, Scout, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building to hold meetings or entertainment on other than the regular meeting night unless written application is made for the use of same as provided above.

Any cancellation of reserved dates must be made in writing at least twenty-four hours before the date on which meetings are scheduled. The Board reserves the right to cancel any arrangements for use of buildings upon due notice in advance.

##### **Rental Charges**

No charge will be made for any "strictly school" activities or for regular meetings of parent organizations. No charge will be made to Scouts and similar organizations so long as no additional cost is incurred in custodial support who would not normally be on duty and if no extra work is incurred in setting up chairs, equipment, etc.

All rental charges for use of buildings are due and payable at least twenty-four hours before the date on which the building is to be used. When the buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge may be required. Other payment arrangements may be made with the Superintendent/designee.

##### **Prohibitions**

1. Special permission must be received to serve meals.
  2. The sale, consumption or possession of alcoholic beverages shall not be permitted on School District premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on School District premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
  3. Damage or breakage occurring in any building or grounds on account of the activities of an organization using it as a meeting place shall be paid for by the organization.
  4. No use of equipment shall be granted unless an instructor or attendant, approved by the Board, is in charge of the rooms or equipment.
  5. Smoking is not permitted in any school building.
- The use of profane language or gambling in any form is not permitted in any school building.





The following organization and all persons participating in the activity have read and agree to all of the "General Conditions for Facility Use", and upon their request, will be furnished a photocopy of those conditions. If the participant is a minor, parent or guardian must sign this agreement.



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