



APPLICATION FOR USE OF FACILITIES

Application Date: _____

School Location Requested: _____ Name of Organization: _____

Responsible Person #1: _____ Email: _____ Phone: _____

Responsible Person #2: _____ Email: _____ Phone: _____

(Either Responsible Person #1 or #2 must be present at all times during the event)

TYPE OF ORGANIZATION (check one): Non-Profit Profit

PURPOSE OF EVENT: _____

DATE(S) OF EVENT: _____ DAY(S) OF THE WEEK: _____

Arrival Time: _____ Event Start Time: _____ Event End Time: _____

of Expected Attendees: _____ # of Expected Participants: _____

Type of Facilities Requested: (check all that apply)

- Main Gymnasium Auxiliary Gymnasium Practice Field
- Auditorium Library/IMC Classroom: _____ (specify)
- Cafeteria Press Box Track
- Kitchen Concession Stand Parking Lot
- Internet Access Other: _____ (specify)

List any special equipment, arrangements, or accommodations needed:

(IMPORTANT: Custodians will not have authority to fill unauthorized requests. Attach additional pages if needed)

By signing this form I am stating that I have read, understand, and agree to comply with the rules governing the usage of HSD facilities. In addition, I understand the HSD facility usage rates that I (my organization) will incur from usage and the amount owed.

Signature of Responsible Party

Date

ALL REQUIRED DOCUMENTS MUST BE RECEIVED IN THE FACILITIES DEPARTMENT NO LATER THAN 2 WEEKS BEFORE THE EVENT; OTHERWISE REQUEST WILL BE DENIED. PAYMENT MUST BE RECEIVED 5 BUSINESS DAYS IN ADVANCE OR EVENT WILL BE CANCELLED. NO EXCEPTIONS.

Requested Facilities Available? Yes No Modifications: _____

Athletic Director Signature/Date

Building Principal Signature/Date

Approved _____
Facilities Director

Insurance Document Received: _____ Exp: _____
 Total # of Custodial Hours Required: _____
 Total # of Security Officer Hours Required: _____
 Total Charges: _____ Date Paid: _____



HSD RULES GOVERNING USE OF FACILITIES

Pursuant to Hazelwood School Board Policy *KG*, school facilities can be made available during “non-school hours.” The use of school facilities for school purposes has precedence over all other uses; use by the community shall be prohibited if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district. Persons on school premises must abide by the District’s conduct rules at all times. Facility usage fees are based on the type of group, the facility requested, and time of usage. Minimum charges for facilities, personnel and equipment may apply. Invoices will be mailed to the organization’s contact as identified on the Application for Use of Facilities and must be paid at least five business days preceding the event.

1. For district sponsored event, the responsible party must be a district employee.
2. No building will be opened for public use without a custodian being present to open the doors, care for the building and secure the building. The charges for custodial time are calculated on the actual hours required for preparation and clean up after the activity. A minimum of four hours for any event not held on a scheduled school day will be charged. Custodial time is scheduled from 30 minutes prior to the start of the event until at least 30 minutes after its conclusion. Additional custodial charges may be required for extra cleanup, setup, or labor associated with the building use. Current fee is \$30.00 per hour for each custodian.
3. At least one HSD security officer is mandatorily required for all athletic competitions held on HSD property. This does not include practices held by HSD/MSHAA athletic teams or HSD intramural teams. Current fee is \$30.00 per hour for each security officer.
4. A cafeteria employee must be present when the kitchen is in use. Current fee is \$25.00 per hour for each cafeteria employee. For safety reasons children under the age of 18 are not permitted in the kitchen.
5. If stage lights are used, a District sound/light operator must be present. Current fee is \$70.00 per hour.
6. A certified lifeguard (one for every 25 people) must be present when the swimming pool is in use (current fee is \$15.00 per hour if district provided).
7. All organizations must present a Certificate of Liability Insurance naming the Hazelwood School District as an additional insured. A copy shall be attached each time a new application is submitted.
8. Proof of non-profit status must also be submitted with the application.
9. Applications are accepted on a 1-year basis beginning August 1 and are renewable each subsequent June, starting the first Monday in June (on a first-come, first-serve basis)
10. Groups serving youths will have precedence over adult groups when both are applying for the same facility, and preference for use of facilities is given to organizations or persons in the Hazelwood School District or whose membership is made up of a large percentage of Hazelwood residents.
11. Buildings are not open on school holidays or Sundays.
12. An emergency or change in school activities may necessitate canceling an application. Notification will be made as quickly as possible.
13. The building will not be ready for your use until the time specified on the application. Early arrivals will not be admitted. Please inform your group of this fact.
14. No activity will be permitted later than 12 midnight unless special permission is granted at the time of approval.



General Guidelines

It is expected that all facilities will be treated with respect and care. As outlined in the Application for Use of Facilities form, the district is not responsible for any damage, injury, loss of life or property arising from the misuse of school property by the applicant. Users of Hazelwood facilities agree to abide by the following general guidelines for use.

1. A responsible adult will be present and in charge of a student group at all times. The designated adult must arrive with or before the participants, is responsible for the behavior of the group during the scheduled event, and must remain with the group until the all participants have left.
2. Groups should have and bring a copy of their Usage Agreement or Field Permit for Non-School Use of Facilities to all events. This will serve as proof of rental and identification for the custodian, security or other district staff and must be produced upon request.
3. Groups will remain in the approved areas only and will not venture into any other areas.
4. Event start and end times will be strictly observed, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater.
5. Rental areas shall be left in the same or better condition as upon arrival. Trash will be cleaned up, tables washed and dried as needed, and furniture and other items returned to their original place. Applicant is financially responsible for any damages or loss of Hazelwood School District property.
6. Food and drink are allowed in tiled areas only. No food or drink of any kind are allowed on carpeted areas, in the gyms or in the theaters.
7. The use of alcoholic beverages or tobacco products is strictly prohibited in Hazelwood School District buildings, campuses and grounds.

The applicant and respective organization are responsible for use of the premises, conduct of the attendees, and for any theft, loss or damage to school property.

All participants must adhere to state and federal laws and local ordinances.

NOTE: If school is canceled due to inclement weather, all night activities will also be canceled. You may call **314-953-7669** or check the HSD website (www.hazelwoodschoools.org) to see if activities are canceled.



Fees assessed based on the following categories:

GROUP I
District Administered Activities
No fees assessed

1. Activities where all staff are hired and paid by the district
2. Activities where the district is responsible for approving meeting dates or schedules and has financial oversight of the activity
3. Activities sponsored by the district AND approved by the building principal.
4. Hazelwood Community Education activities
5. Curricular programs and activities
6. Board of Education meetings
7. Co-curricular events and activities
8. Employee Association Meetings
9. Special School District
10. District intramural events
11. District recognized booster group activities directly associated with a MSHSSA-sanctioned activity
12. Outside agency for the purpose of student academic testing (ACT/SAT) approved by the district.
13. Organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided the public is invited and no admissions, contributions or charges are collected.

Non-District Administered Activities

Activities where staff are not hired or paid by the district. The district is not responsible for setting meeting dates or schedules and does not have financial oversight of the activity. Any payment of fees for participating in the activity are made payable to an individual/organization other than Hazelwood School District. Non-district administered activities must provide insurance for the activity. Facility and personnel rates apply.

Any individual or group requesting use of school facilities will be charged fees in accordance with current rates, unless otherwise approved by the Superintendent/designee.

<p style="text-align: center;">GROUP II</p> <p style="text-align: center;"><i>Non-profit, non-district administered activities</i></p> <p style="text-align: center;"><i>District partnership</i></p> <ol style="list-style-type: none"> 1. District PTA with the primary purpose to support and further the mission of the District 2. St. Louis County Board of Elections for the conducting of elections. 3. Public hearings and/or public forums of tax-supported political subdivisions that are at least partially located within the Hazelwood School District 4. District before and after school programs 5. Boy Scouts and Girls Scouts 6. HSD Alumni groups 	<p style="text-align: center;">GROUP III</p> <p style="text-align: center;"><i>Non-profit, non-district administered activities</i></p> <p style="text-align: center;"><i>No admission fees charged</i></p> <ol style="list-style-type: none"> 1. Civic and service clubs 2. Sports clubs 3. Sports Teams 4. Sports clinics/camps 5. Community athletic associations 6. Community based sectarian groups 7. Adult fraternities and sororities 8. Churches and religious organization 9. Professional and occupational Organizations 10. Political organizations and elected officials. 11. Activities sponsored by local fire, police, and government 	<p style="text-align: center;">GROUP IV</p> <p>Activities either athletic or non-athletic where fees, admissions, contributions or charges are collected or accepted from participants or those admitted.</p>
<p>No fee assessed. Must provide Cert of Liability with Additional insured</p>	<p>Must pay Security & Custodian Fees as determined by the directors of those departments. Must provide Cert of Liability with Additional insured. Must provide proof of non-profit status.</p>	<p>Must pay Facility Usage fees. Must pay Security & Custodian Fees as determined by the directors of those departments. Must provide Cert of Liability with Additional insured</p>



HAZELWOOD SCHOOL DISTRICT

FACILITY USAGE RATES

FACILITY	FEES
High School Athletic Field (practice)	\$25.00/Hr.
High School Classroom	\$15.00/Hr.
High School Cafeteria	\$30.00/Hr.
High School Library	\$60.00/Hr.
High School Gymnasium	\$50.00/Hr.
High School Auditorium	\$75.00/Hr.
High School Pool	\$75.00/Hr.
High School Parking Lot	\$25.00/Hr.
FACILITY	FEES
Middle School Athletic Field (practice)	\$25.00/Hr.
Middle School Classroom	\$15.00/Hr.
Middle School Cafeteria	\$25.00/Hr.
Middle School Library	\$50.00/Hr.
Middle School Gymnasium	\$40.00/Hr.
Middle School Parking Lot	\$25.00/Hr.
FACILITY	FEES
Elementary Athletic Field (practice)	\$25.00/Hr.
Elementary Classroom	\$15.00/Hr.
Elementary Cafeteria	\$20.00/Hr.
Elementary Library	\$40.00/Hr.
Elementary Gymnasium	\$30.00/Hr.
Elementary Parking Lot	\$25.00/Hr.
FACILITY	FEES
Learning Center Board Room or Multi-purpose Room	\$60.00/Hr.
FACILITY	FEES
Early Childhood Center Athletic Field	\$25.00/Hr.
Early Childhood Center Classroom	\$15.00/Hr.
Early Childhood Center Multi-purpose Room	\$50.00/Hr.
Early Childhood Center Parking Lot	\$25.00/Hr.