

# Festus R-VI School District



2021-2022

## Facility Usage Procedures/Policy

### VISION STATEMENT

*The Festus R-VI School District is committed to providing an environment that promotes academic excellence, recognizes the value and potential of each child and fosters positive character development. Through a shared spirit of unity between school, home and community, students are prepared to participate in, and become contributing members of our democratic society.*

### MISSION STATEMENT

“Educating all children to meet tomorrow’s challenges.”

Submitted to the R-VI Board of Education May 20, 2021

# Festus R-VI School District

## Policy of Non-Discrimination

The Festus R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries related to District programs and practices along with the location of services, activities and facilities that are accessible by persons with disabilities may be directed to the Assistant Superintendent - Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act); 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone 636.937.4920. Email: [ruessnicki@festusedu.com](mailto:ruessnicki@festusedu.com).

# Festus R-VI School District

## Facility Usage & Rental Information

Facility Rentals  
Festus R-VI School District  
1515 Mid-Meadow Lane  
Festus, MO 63028  
(636) 937-4920

[earnhartjonathan@festusedu.com](mailto:earnhartjonathan@festusedu.com)

The following procedures outline requirements for requesting use of any R-VI District Facility.

Rental request may be made through ML Schedules which can be obtained via the R-VI website at: [www.festus.k12.mo.us](http://www.festus.k12.mo.us). [The first time you use ML Schedules software, you will need to register for a new User account with a Group name] Please be sure that you submit a current **Certificate of Insurance** that includes an **Additional Insured Endorsement** at time of submitting a completed usage request.

Festus R-VI believes that all children and youth in the Festus R-VI School District shall have equal opportunity to access facilities within the district through community organizations. We as a district are committed to providing equal opportunity for both boys and girls programs. Due to summer cleaning, facilities are not available for outside use from Mid-May through August of each year.

Festus -VI School District facilities shall be made available for community use under necessary regulations, when such use is not in conflict with school operations. Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, group, or organization or the purposes they represent. Such use will be only at such times as facilities requested are free from R-VI District curricular and extracurricular activities. The R-VI District reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the schools, for which satisfactory sponsorship is not provided, or when conflicts with other school events occur.

The Festus R-VI School District allows community use of selected gyms, cafeterias, fields, conference rooms, library media centers and classrooms. In order to maintain our facilities, the following fee schedule is applied. The charge varies from facility to facility and from group to group, depending upon the classification as provided by this policy. Any individual making a formal request for use of any District facility **MUST** be at least twenty-one (21) years of age.

# Facility Usage & Rental Information Con't

Also needed at the time of submission:

- Certificate of Insurance naming 'Festus R-VI School District' as an additional insured.
- \$100 refundable deposit (Deposit can be made through PayPal, Money Order, Check or Cashier's check only) *Deposit IS separate from any rental, custodial or equipment fees.*
- **ONLY online request** that include an approved certificate of insurance will be considered for approval.
- All organizations granted approval for facility use MUST provide a refundable deposit of \$100 to cover possible damages or excessive use that causes additional clean-up AND pay in full the amount being assessed for all rental and equipment fees **PRIOR** to formally having the dates.
- Organizations with outstanding fee balances on their account will NOT be granted use of any facilities until their account is paid in full.
- Organizations/Individuals that use Festus R-VI School District facilities must pay their balance at the time approval is granted. It is the responsibility of the user to keep balance(s) paid in full in order to maintain privileges for accessing the facility. The District will consider 'in-kind' donations in lieu of usage fees if specific circumstances are warranted.
- No refunds for rental use will be provided unless notice is provided at least 14 calendar days prior to the scheduled event use date UNLESS the cancellation is at the direction of the R-VI District.
- **If facility is being requested for use on multiple dates, all fees MUST BE PAID IN FULL prior to the date being formally reserved.** Fees are not refundable unless an event is cancelled by the District.

[Payment can be made Online via PayPal or by Check, checks should be made payable to: Festus R-VI School District]

**Facilities cannot be reserved if User has an outstanding debt with the District.**

Festus R-VI School District  
Attn: Accounts Receivable  
1515 Mid-Meadow Lane  
Festus, MO 63028

You may deliver a payment to the following address:

Festus R-VI School District  
Attn: Accounts Receivable  
1515 Mid-Meadow Lane  
Festus, MO 63028

## General Conditions for Facility and/or Stadium Use

1. User agrees the property and facilities of Festus R-VI School District 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 District and only for the purposes as described herein.
2. All groups regardless of classification WILL pay a CUSTODIAL fee per hour as specified along with other necessary fees. A CUSTODIAN or approved District employee must be present for all activities as authorized by a District official. Custodial fees are to be paid at time of service is rendered at BEGINNING of event.
3. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the District.
4. Smoking or use of tobacco products is NOT permitted in ANY District facility or any area of the campus (*outdoors & parking lots included*)
5. The sale, consumption or possession of alcoholic beverages shall not be permitted on District premises at any time. Nor shall any person who is in a drunken or intoxicated condition, or under the influence of liquor, be permitted on District premises. The primary contact person above will be held responsible for the enforcement of this rule.
6. The use of profane language or gambling in any form is not permitted in any District facility or throughout the campus.
7. *No use of equipment shall be granted unless an instructor or attendant* approved by the Administration is in charge of the rooms or equipment.
8. User agrees to be responsible for any damages to District facilities and/or property or injury to other persons caused by persons using the facility under this Agreement that are in excess of the \$100 deposit.
9. User agrees to indemnify, defend and hold harmless Festus R-VI School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries of damages sustained by any person as a result of the use of the District facility under this Agreement, notwithstanding the negligence of Festus R-VI School District, it's board, administrators, employees, agents and volunteers.
10. User agrees to provide to the District proof of comprehensive general liability insurance of not less than \$1,000 per occurrence which names the District as an additional insured. The 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. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the District. If needed, a policy can be bought by contacting (MUSIC) at 314-800-2276.
11. If presently unscheduled school event requires the use of this facility, or conditions exist that in the eyes of authorized school personnel create a safety concern, the event may be cancelled and the fees returned. Gymnasiums at the HS & MS are generally NOT available for outside use during the months of August - May.
12. For single & multiple usage events, all fees must be paid at the time reservations are confirmed. Payment is to be made via online payment or check payable to Festus R-VI School District.
13. Refunds will only be given when the R-VI District elects to cancel a scheduled event. During the school year, facilities ARE NOT available Monday - Friday when school is NOT in session due to a holiday break, inclement weather day, etc.
14. The District 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 District also reserves the right to change reservations to other rooms/areas with the understanding that, if possible, comparable facilities will be provided. The District may cancel any scheduled event at it own discretion even on short notice (i.e. inclement weather; power failure, etc.)
15. Users of District facilities will abide by all General Conditions.

**Fee Schedule According to Classification of Group/Facility**

	<b>Classification</b>	<b>Facility</b>	<b>Hourly Rate Excluding Custodial Fee)</b>
A	School Organizations School-sponsored organizations/activities (PTA/Booster) group should be allowed to use facilities free when applicable.	ALL Facilities Made Accessible by District	N/C
B	Non-Profit Youth Groups Where majority of K-12 school age participants are residents of Festus R-VI School District. (i.e. Boy & Girl Scouts)	Activity/Multi-Purpose Rooms Cafeterias (ES; IS; MS; HS) Conference Rooms Roy Burnside Board Room Gymnasiums (ES; IS; MS) Gymnasium (HS) Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Concession Stand (Stadium) Track (Competition Style)	\$5 \$5 \$10 \$5 \$10 \$10 \$10 \$5 \$5 \$5 \$55 (\$305 per day = 8 hours) \$25 \$40 (\$215 per day)
C	Non-Profit Youth Groups Where majority of K-12 school age participants are non-residents of Festus School District.	Activity/Multi-Purpose Rooms Cafeterias (ES; IS; MS; HS) Conference Rooms Roy Burnside Board Room Gymnasiums (ES; IS; MS) Gymnasium (HS) Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Concession Stand (Stadium) Track (Competition Style)	\$10 \$10 \$15 \$10 \$25 \$15 \$15 \$10 \$10 \$15 \$55 (\$405 per day = 8 hours) \$25 \$45 (\$245 per day)
D	Non-Profit Groups & Organizations (Including Religious; Civic; Service) Majority of participants Non-K-12 nor school age	Activity/Multi-Purpose Rooms Cafeterias (ES; IS; MS; HS) Conference Rooms Roy Burnside Board Room Gymnasiums (ES; IS; MS) Gymnasium (HS) Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Concession Stand (Stadium) Track (Competition Style)	\$15 \$15 \$20 \$15 \$30 \$15 \$15 \$15 \$15 \$15 \$90 (\$505 per day = 8 hours) \$25 \$45 (\$245 per day)
E	Commercial/'For Profit' Organizations	Activity/Multi-Purpose Rooms Cafeterias (ES; IS; MS; HS) Conference Rooms Roy Burnside Board Room Gymnasiums (ES; IS; MS) Gymnasium (HS) Kitchens Library Media Center Classroom/Locker Rooms Field @ Stadium Concession Stand (Stadium) Track (Competition Style)	\$25 \$25 \$25 \$30 \$40 \$30 \$30 \$20 \$20 \$20 \$105 (\$805 per day = 8 hours) \$25 \$80 (\$605 per day)
F	Non-Profit Enrichment/Graduate Classes/Education Enrichment/Graduate classes in support of classroom curriculum or Teacher Professional Growth when a tuition fee is assessed.	School building use only	\$5

**Gymnasiums at the HS & MS are generally UNAVAILABLE for use during the period August-May due to School Sponsored Groups Needing Access.**

**Availability of all facilities is limited during June-July due to SUMMER CLEANING.**

## Custodial/Kitchen Personnel Pay Rate

Outside of regular hours \$16 per hour  
(regular hours are normally 6:30 a.m. – 9:00 p.m. Monday through Friday excluding holidays)

Custodial/Kitchen Personnel Pay Rates **Apply to All** Classifications

Custodial/Kitchen Personnel fees **MUST BE PAID Directly** to the individual at time service is rendered.

**CANCELLATION POLICY:** No refunds are given unless the R-VI District unless cancellation is made by the R-VI District due to a scheduling conflict or other unforeseeable event.

**CHANGE FEE:** A \$5.00 administrative fee may be applied for revisions made to original Confirmations.

### EQUIPMENT FEES:

*All equipment must be requested at the time of initial request for facility usage. Equipment usage fees apply to ALL Classifications.*

*The R-VI Board of Education or their designee reserves the right to waive/modify any equipment usage fee or building usage fee as they deem appropriate.*

Tables	\$20.00/rack (20 tables/rack) [\$1.00 each]
Chairs	\$20.00/rack (40 chairs/rack) [.50 cents per chair]
Smart Board & Projector	\$5 per hour [1 hour minimum]
Projector only	\$3 per hour [1 hour minimum]
Screen	\$5 per event
Scoreboard in GYM	\$20 per hour [2 hour minimum]
Scoreboard @ Stadium	\$20 per hour [2 hour minimum] or \$100 per full day
Message Center @ Stadium	\$20 per hour [2 hour minimum] or \$100 for full day. Must USE District Provided Personnel for Operation.
P.A. System @ Stadium	\$10 per hour (2 hour minimum or \$30 per full day)
Lights @ Stadium	\$25 per hour [1 hour minimum & 30 minute increments after the first hour]
Batting Cage @ Elementary	\$15 per hour [1 hour minimum]
Restrooms	Included in Field/Facility Rental Fee
Locker Rooms	Included in Gym Usage Fee. No locker room at Stadium.
Track Equipment ( <i>Hurdles; Standards etc.</i> )	\$50 per event