

The Springfield Public Schools R-12 District provides facilities for use to a variety of organizations inside and outside of the school district. All Springfield Public School activities take precedence over outside organizations.

**STEPS:**

- ⇒ **Determine your GROUP** using the chart below.
- ⇒ Check the fee schedule for the facility you wish to use (Page 2). Both Facility and Personnel charges may apply.
- ⇒ Read the SPS R-12 Use of School Facilities Information, Rules and Regulations, and Terms and Conditions (Pages 3-5).
- ⇒ Complete the on-line application for use of school facilities (Page 6).
- ⇒ Send the SPS R-12 Use of School Facilities to: [facilityrentals@spsmail.org](mailto:facilityrentals@spsmail.org). You are agreeing to the terms and conditions contained within this communication. Please allow two weeks for approval.

<b>Group 1 - Internal</b>	<b>Group 2 - Educational/Community Use</b>	<b>Group 3 - Scholarship</b>	<b>Group 4 - Local Civic</b>	<b>Group 5 - Government</b>
<p><i>All Springfield R-12 Public Schools approved school - affiliated activities and organizations, including student and staff organizations using District accounts for all accounting functions.</i></p> <p><b>REQUIREMENTS</b></p> <p><b>Group 1A - within normal working hours</b></p> <ol style="list-style-type: none"> <li>No charge, no requirements</li> </ol> <p><b>Group 1B—outside of normal working hours</b></p> <ol style="list-style-type: none"> <li>One half of Custodial overtime charges—include 1/2 hour each set-up and clean-up</li> </ol>	<p><i>NON-PROFIT Organizations that contribute to the education of Springfield R-12 students or staff, but are not directly associated with Springfield Public Schools. <u>Group 2 frequency guidelines apply (page 3).</u></i></p> <p>Examples include: YMCA, SPARC, Boys and Girls Club, Boy and Girl Scouts, PTA.</p> <p><b>REQUIREMENTS:</b></p> <p><b>Group 2A—within normal working hours</b>—meetings and sports practices</p> <ol style="list-style-type: none"> <li>Certificate of insurance</li> </ol> <p><b>Group 2B—outside of normal working hours, OR with spectators, OR charging admission</b></p> <ol style="list-style-type: none"> <li>Hourly Facility Charge for the duration of your event.</li> <li>Hourly Personnel charges for Custodial Overtime—min. 1/2 hour each for set up and clean-up.</li> <li>Certificate of Insurance</li> </ol>	<p><i>Organizations or Individuals (including staff) that charge students or staff for participation in education/athletic activities.</i></p> <p>Examples include: tutoring, athletic or academic camps with any funds not going through District accounts.</p> <p><b>REQUIREMENTS:</b></p> <p><b>Group 3A—within normal working hours</b></p> <ol style="list-style-type: none"> <li>Hourly Facility Charge for the duration of your event</li> <li>Certificate of Insurance</li> </ol> <p><b>Group 3B - Outside normal working hours (standard rental rates apply)</b></p> <ol style="list-style-type: none"> <li>Hourly Facility Charge for the duration of your event.</li> <li>Hourly Personnel charges for Custodial Overtime—min. 1/2 hour each for set up and clean-up.</li> <li>Certificate of Insurance</li> </ol>	<p><i>Any not-for-profit or for-profit organization not otherwise defined.</i></p> <p>Examples include: Private schools, churches, businesses.</p> <p><b>REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Hourly Facility Charge for the duration of your event.</li> <li>Hourly Personnel charges for Custodial Overtime—min. 1/2 hour each for set up and clean-up.</li> <li>Certificate of Insurance</li> </ol>	<p><i>Any governmental organization</i></p> <p>Examples include: other school districts, Springfield Police Department, Springfield Fire Department, and the City of Springfield.</p> <p><b>REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Hourly Facility Charge for the duration of your event.</li> <li>Hourly Personnel charges for Custodial Overtime—min. 1/2 hour each for set up and clean-up.</li> <li>Certificate of Insurance</li> </ol>

**NON-PROFIT** - All Non-Profit organizations or individuals must provide a federal id number or tax exempt certificate. Any individual or group that cannot provide this information will be considered a private interest group. The District reserves the right to determine an individual or organization Group based on the application information provided.

**NORMAL WORKING HOURS** — Working hours vary by site and include evening hours when a District custodian is working a regularly scheduled shift.

## HOURLY RATES

**Hourly facility charges** apply to the scheduled rental hours.

**Hourly Personnel Custodial Overtime Charges** will be added to each rental outside of normal working hours (1/2 hour each set-up and tear-down).

<b>Hourly Facility Charges</b>	<b>Group 1 (Internal)</b>	<b>Group 2 (Educational)</b>	<b>Group 3 (Scholarship)</b>	<b>Group 4 (Local Civic)</b>	<b>Group 5 (Government)</b>
<b>Elementary</b>					
APR (All Purpose Room)	N/C	\$40.00	\$50.00 per week/location	\$85.00	\$40.00
Gymnasium - Disney, Gray, Harrison, Hickory Hills small gym, Jeffries, McBride, McGregor, Pershing small gym, Pleasant View Small Gym, Sequiota, Truman, Weaver, Weller, Westport	N/C	\$40.00	\$50.00 per week/location	\$85.00	\$40.00
Classrooms (used in conjunction w/above)	N/C	N/C	\$50.00 per week/location	\$10.00	N/C
<b>Middle School</b>					
Auditorium - Jarrett, Pipkin, Reed, Study	N/C	\$40.00	\$50.00 per week/location	\$95.00	\$40.00
Cafeteria/Commons, (includes Wilson's Creek)	N/C	\$40.00	\$50.00 per week/location	\$95.00	\$40.00
Gymnasium (includes Wilson's Creek)	N/C	\$40.00	\$50.00 per week/location	\$95.00	\$40.00
Classrooms (used in conjunction w/any above)	N/C	N/C	\$50.00 per week/location	\$10.00	N/C
<b>High School</b>					
Auditorium - Performances	N/C	\$60.00	N/A	\$150.00	\$60.00
Auditorium - Rehearsals	N/C	\$60.00	N/A	\$100.00	\$60.00
Cafeteria	N/C	\$40.00	\$50.00 per week/location	\$110.00	\$40.00
Gymnasium	N/C	\$40.00	\$50.00 per week/location	\$150.00	\$40.00
Cafeteria (used in conjunction w/above)	N/C	\$20.00	N/A	\$40.00	\$20.00
Classrooms (used in conjunction w/above)	N/C	N/C	\$50.00 per week/location	\$10.00	N/C
<b>Stadiums</b>					
JFK Stadium	N/C	\$52.00	\$50.00 per week/location	\$500 (4 hr minimum)	\$52.00
Stadium - GHS, HHS, & KHS	N/C	\$52.00	\$50.00 per week/location	\$175.00	\$52.00
<b>Swimming Pools</b>					
Foster Natatorium	N/C	\$40.00	\$50.00 per week/location	\$150.00	\$40.00
Central Pool	N/C	\$40.00	\$50.00 per week/location	\$150.00	\$40.00

### Hourly Personnel Charges

<b>Custodial Overtime</b>	<b>\$32.00</b>
Sound and light Board	\$20.00
Scoreboard Operators	\$12.00
Food Service	\$23.50
School Police	\$36.25

- **The Facility/Personnel Fee Schedule is approved by the Board of Education.**
- Facility and personnel labor fees are assessed to protect the investment made by our community in the SPS R-12 School District. Fees are used to cover the expense of personnel, facility maintenance and up-keep as well as supply and utility costs.
- .An SPS R-12 employee must be present during any activity or event and serve as a paid representative of the district. SPS R-12 school employees may not be paid directly from any individual, group or organization. Organization employees or volunteers may not be used in lieu of an SPS district employee.
- Use beyond the time specified in the agreement is subject to additional fees charged in 1/4 hour increments.
- Cancellations require 48 hours notice prior to the scheduled event. Failure to notify or will result in a minimum personnel custodial charge of \$50.

# FACILITY INFORMATION

## Frequency Guidelines for Educational/Community Use (Group 2)

To allow our facilities to be available to as many community organizations as possible, free usage events are subject to the following:

1. Community users may schedule a maximum of one site per week.
2. Community users may book a maximum of (1) one hour duration per event and only (1) one day per week.
3. Facilities are available on a first come first served basis and may be booked a maximum of one month in advance in the high schools and middle schools, and three months in advance for elementary schools. (no long-term advance "blocking" of facilities).

### FACILITIES AND EQUIPMENT AVAILABLE:

HPERS, gymnasiums, cafeterias/cafeteria, and playing fields (Synthetic Turf Only) are available for use by outside organizations.

Requests will be considered on a case-by-case basis for: auditoriums, theaters, and common areas, and use of Kitchen equipment. Use of system personnel is required, and additional charges may apply.

Tables and chairs may be available by prior arrangement. System personnel must be used.

High school and middle school concession areas are **not** considered part of the rental agreement. School organizations and booster clubs reserve the right to operate concessions at any event. If they choose not to, then use of the concession area may be negotiated. Specific facility restrictions may apply

The following types of equipment may not be

**School Cancellations** - In the event school is cancelled due to weather or any reason beyond the control of the school district, events previously scheduled for that day or evening will also be cancelled. The cancellation may extend into weekend days and evenings.

### SITE-SPECIFIC RULES

#### Facility Safe Room Procedures (Hillcrest Cafeteria, Jeffries Gym, & Westport Gym)

In the event of a weather warning these locations serve as FEMA Safe Rooms and are open to the public. Your event may be suspended temporarily to allow access to the public.

#### Turf Field Usage

1. Use of lighted athletic fields must end by 10:00 PM unless prior arrangements have been made.
2. No sunflower seeds, gum, or candy products allowed on the turf.
3. No tobacco products at any time.
4. No striping/marketing/staking fields of any kind.
5. No high heeled shoes on the fields.
6. Field events covers are not to be disturbed.
7. No vehicles on the field or track at any time.

#### Stage and Auditorium Use

Stagehands shall be employed whenever stage equipment is to be used, including the dimmer board and stage curtains. The number of stagehands must be agreed upon in advance by contacting the District. If the contracting organization fails to make such prior arrangement, the organization will be charged in full for stagehand use as determined by the District.

#### Natatorium and Central Pool Usage Rules-

**(apply to all events not sanctioned by the District and scheduled through the Athletics office)**

1. Pools are not for personal use.
2. There must be two certified lifeguards to every 20 students. In addition there must be one adult for every ten students for supervision. Example: 35 students = 1 adult and two certified lifeguards. We are upholding Red Cross Standards.
3. There must be a District employee responsible for the facility at all times of usage. The District employee is responsible and will disinfect all restrooms and showers so that the facility is always prepared for normal District activities.
4. All swimmers must shower before entering the pool.
5. A lightning meter is on site and should be monitored during inclement weather by the responsible District personnel. The pool must be vacated when lightning is present. All swimmers must sit on the bleachers (if available) or the locker rooms; as long as they are completely clear of the water until the weather is clear.

## **RULES & REGULATIONS:**

### **Applicant agrees to the following rules governing use of Springfield Public Schools facilities:**

#### **Violation of rules and regulations may result in loss of rental privileges**

1. **School functions take precedence over any and all requests.** The use of said areas shall not in any way interfere with school activities. The organization is responsible for cleanup for all areas used. Damage to any facility must be reported immediately to the school employee on duty.
2. School facilities shall not be used for anything other than use approved in the User Agreement. Group participants are only permitted in the area requested and are not allowed access to other rooms in the building. Entry into other areas of the facility will be considered trespassing and may result in removal from the building.
3. A school custodian, and/or other paid employee as designated by the district, must be present during the activity or event. School employees are not permitted to loan their building keys to an outside organization.
4. Groups using facilities must provide supervision, as approved by the district, and must be present for activities involving children. Children must be supervised by an adult at all times. The Group assumes full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use. the Group warrants that it has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors (including children of the participants) to determine their suitability for working with or being present with minors during the groups's use of the property,
5. All activities must be orderly and lawful, and must comply with all federal, state and local laws. An outside organization shall not restrict participation in an activity or event taking place at a school facility because of an individual's race, religion, creed, sex, national origin or disability.
6. Inappropriate behavior found to be offensive, vulgar, violent, or lewd may result in the immediate cancellation of the event and may result in the site requester be banned from future use of facilities.
7. Alcohol, illegal drugs, weapons or explosives, tobacco products (including e-cigarettes, vapors, etc. are prohibited in school facilities and on school property.
8. The number of attendees may not exceed the occupancy load authorized and must be in compliance with local fire codes.
9. It is expressly agreed and understood that this agreement shall not operate or be construed to create the relationship of landlord and tenant between the District and Group under any circumstances whatsoever.
10. Outside organizations or internal organizations may not sublease school facilities to other organizations or individuals, or transfer or assign their use agreement to anyone.
11. Individuals and district personnel are not eligible to apply for use of school facilities for personal use.
12. Food and beverages, if approved in advance, are allowed inside of designated areas only.
13. Outside groups may not make any modifications to school facilities in order to accommodate their use of the facility. This includes modifications to the electrical, heating, cooling, ventilation or plumbing systems, or to the structure or grounds of the facility. Signs, banners, permits, etc., may not be erected or displayed on school property unless the permission of the district is obtained in advance and only if such displays do not deface school property.
14. Parking is permitted only in designated areas.
15. The district reserves the right to require security or additional custodial personal as required (additional charges may apply).
16. Outdoor sports including but not limited to football, baseball, softball, and soccer are not permitted inside school facilities.
17. Groups using facilities are responsible for consulting with the district leadership/ site administrator regarding compliance with the existing school/building safety plan .

## TERMS AND CONDITIONS

### AUTHORIZED REPRESENTATIVE - ONE PER GROUP

One person should be designated by the contracting organization to assume the responsibility for the conduct of all other persons in the organization. That person's name, address and phone number should appear on the SPS R-12 application for use of facilities.

ALL requests must be made by the designated organization representative. No communications relative to the use of any facility shall be made through third-party representatives. The individual representing the contracting party shall assume full responsibility for assuring that the regulations set forth in the agreement are followed. The designated organization representative will be responsible for any and all payments due to the District.

### INVOICES

Payment is due upon receipt of invoice unless otherwise noted. Groups may be required to pay the estimated facility/personnel cost prior to the event. Unpaid invoices may prevent a group from being permitted to use district facilities.

Payment should be remitted to:

Springfield Public Schools  
Attention: Terrie Sweet  
1359 East St. Louis Street  
Springfield Mo 65802

### INSURANCE COVERAGE

The applicant will procure and maintain at its sole cost and expense, comprehensive general liability insurance with limits no less than **\$300,000** per occurrence.

**A Certificate of Insurance must be provided naming as certificate holder and additional insured on a primary and non-contributory basis:**

**School District of Springfield R-12  
1359 East St. Louis Street  
Springfield, MO 65802**

The Certificate of Liability Insurance must be returned with the completed facility use application, and must provide evidence of coverage for the dates being scheduled.

### CONTACT INFORMATION

Questions regarding the group status of your organization or use of facilities may be directed to the Building Services Office @ 417-523-0405

### RESPONSIBILITY FOR DAMAGES

The Renter is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Renter's use of the facility and all tangible property.

### HOLD HARMLESS CLAUSE

The applicant shall indemnify, defend and hold harmless Springfield Public Schools R-12, the Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of property, directly or indirectly arising out of or relating to, or in connection with the applicant's use of Springfield Public Schools pursuant to this agreement.

# Application For Use of Facility

## ACTIVITY/EVENT INFORMATION

Meeting	Tournament/Meet	Game
Practice	Fundraiser	
Fundraiser	Camp or Clinic	
Other		

## LOCATION/SITE REQUESTED

Alternate Location/Site

## ROOMS REQUESTED

## DATE & TIME NEEDED

NOTE: FACILITIES ARE NOT FOR AVAILABLE ON NON-SCHOOL DAYS—i.e. HOLIDAYS, WINTER ,SPRING, & SUMMER BREAK)

DAY	MONTH	DATE	TIMES
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Notes:

**REMINDER: COMMUNITY USE  
1 FACILITY, 1 DAY, AND 1 HOUR**

**IF YOU HAVE MORE THAN ONE TEAM  
PLEASE CONTACT OUR OFFICE @  
417-523-0405 TO MAKE RENTAL  
ARRANGEMENTS**

Is this event open to the public?	Y	N
Will admission or fees to participate be charged?	Y	N
Is this activity sponsored by the school district?	Y	N
Is this a fundraising activity?	Y	N
Do funds raised go into a school district account?	Y	N
Will concessions be sold?	Y	N

## ORGANIZATION / CONTACT INFORMATION

\_\_\_\_\_  
Name of Individual or Organization

\_\_\_\_\_  
Organization Representative (Contact)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

( ) - \_\_\_\_\_  
Phone Email Address

## OTHER CONTACTS

\_\_\_\_\_  
Name

( ) - \_\_\_\_\_  
Phone Email Address

\_\_\_\_\_  
Name

( ) - \_\_\_\_\_  
Phone Email Address

Include information for any individuals not listed above that may be present during the event.

## Is facility setup or equipment required?

Scoreboard	Basketball Goals
Volleyball Nets	Mats Tarp
Other	
PA/MIC	SCREEN PROJECTOR
CHAIRS #	Setup
TABLES #	Setup
Other	

# Application For Use of Facility

## ORGANIZATION/GROUP STATUS

A Federal Tax ID# is required in order to receive the non profit rate. If you do not have a tax id # you will be considered a private interest group.

For Profit - Local Civic Group

Not For Profit - You must provide a 501c3

Tax ID #: \_\_\_\_\_

User hereby agrees to all of the charges, usage rules, and terms and conditions noted in the Springfield Public Schools Use of Facilities document (Pages 1-5). The under- signed warrants that he/she is an authorized representa- tive of the Organization with authority to execute this agreement and bind the organization hereto:

Name: \_\_\_\_\_

Signature Date

**PLEASE COMPLETE THE FACILITY USE APPLICATION AND RETURN BY EMAIL TO [facilityrentals@spsmail.org](mailto:facilityrentals@spsmail.org)**

**OR  
PRINT OUT AND FAX TO 417-523-0495**

**PLEASE INCLUDE A COPY OF YOUR CERTIFICATE OF LIABILITY**

<b>District Use:</b>	Approved	Declined	COL
Schedule ID#	Invoice #		
Group	1	2	3 4 5
Signature:	Date: _____		