



# COMMUNITY USE OF JENNINGS SCHOOL DISTRICT FACILITIES GENERAL REGULATIONS FOR USE

Jennings School District welcomes the use of its buildings and grounds by community organizations. Applications will be approved on a first-come, first-served basis and school-sponsored activities will have priority over non-school activities. Usage fees to offset costs may apply, depending upon the type of event and purpose/activities of the organization.

## Applications for Use

To begin the process, a completed Application for Use of School Premises form must be submitted to the facilities administrator at least ten (10) business days prior to the scheduled event. Applications will be reviewed and subject to approval based on criteria as outlined in Board Policy KG--Community Use of District Facilities, which includes:

- Availability of facility and personnel;
- Amount and type of space needed;
- Priority and nature of the activity; and
- Applicant's commitment to provide payment of fees and/or proof of liability insurance, if applicable.

All approved applications will automatically terminate on June 30 of each year. A new application must be submitted if re-approval is requested for the following year, beginning July 1. During the school year, applicants will be notified about the status of their request within five (5) working days of submitting the application. Rental charges may apply.

## Rental Charges

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. **Fees for use of facilities must be paid in advance.**

See the attached USE OF SCHOOL PREMISES RATES for usage fees. For additional questions on usage fees or invoices, please e-mail Facilities Administrator Henry Ilges at [ilgesh@jenningsk12.org](mailto:ilgesh@jenningsk12.org) or call (314) 653-8055.

***\*\*\*JSD employees are eligible to have the fees waived for one event upon approval from the superintendent\*\*\****

## Custodial Fees

Custodians may be assigned to an event and fees charged depending upon the date and time of facility use and the number in attendance. 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.

## Kitchen Use

The use of the school kitchen and/or kitchen equipment must be requested on the Application for Use of School Premises form and approved by the district's food service department. Charges may apply for use of the kitchen equipment and/or to have a food service staff member present for the event.

## Equipment and Other Personnel

Equipment requested, such as audio visual aids, may be available at the discretion of the building administrator and could require an additional hourly charge. Supervisory personnel and lifeguards required for pool usage, as well as security staff if needed, will also be billed at an hourly rate.

## **Cancellations**

Jennings School District reserves the right to cancel a reservation if it has reason to believe the facility use will conflict with or is needed for school activities. Jennings School District will refund the renter for any payments if the district cancels the reservation. Jennings also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided. Jennings also reserves the right to cancel an event if the organization fails to follow district guidelines.

## **Weather**

If the school or district is closed for a full day or closes early due to inclement weather, all district facilities and fields will be closed to outside groups and activities. It is the responsibility of the group to confirm facility or field status prior to usage. If a facility is closed due to inclement weather, the user group's payment will be refunded.

## **School Breaks and Holidays**

At the discretion of the building administrator, facilities may be used during spring, summer, and winter breaks pending custodial availability or coverage by district personnel. Facilities will not be rented on scheduled district holidays which include New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and Christmas Day.

## **Promotional Materials**

Outside organizations will be required to include a disclaimer on any information or promotional materials related to their use of district facilities that Jennings School District is not affiliated with nor a sponsor of the event as described on the Use of School Premises Application.

## **General Guidelines**

It is expected that all facilities will be treated with respect and care. As outlined in the APPLICATION FOR USE OF SCHOOL PREMISES form, the district is not responsible for any injury, loss of life or property arising from the misuse of school property by the applicant. Users of Jennings School District 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 last participant leaves.
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.
6. Groups will provide their own supplies. There will be no use of any school materials.
7. Food and drinks are allowed in tiled areas only. No food or drinks of any kind are allowed on carpeted areas, in the gyms or in the theaters.
8. The use of alcoholic beverages or tobacco products is strictly prohibited in Jennings School District buildings, campuses and grounds.
9. 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.



# APPLICATION FOR USE OF SCHOOL PREMISES FORM

Organization		Date of Application	
School Requested	Expected Attendance		
School Facility Needed	Jennings Residents Attending		
Activity Will Begin At	Activity Will End At	Enter Building At	
Person Responsible	Phone (H)	Phone (C/W)	
Activity			
Specific Dates Needed			

These facilities are available at the discretion of the building administrator and require an additional charge for staff and/or equipment.

PE Equipment     Yes (Please List)     No

AV Equipment     Yes (Please List)     No

Kitchen     Yes (Please List)     No

Other (Please List)

*This application is made with full understanding of the GENERAL REGULATIONS FOR USE. The user agrees to defend, indemnify and save Jennings School District, its officers, agents and employees harmless from every claim, demand, loss, damage, liability and expense relating to any actual or alleged injury to any person or actual alleged loss or damage to property caused by or resulting from any occurrence on the school premises in connection with this use of school premises, except those caused by the gross negligence or willful misconduct of agents and employees of the Jennings School District. All users of Jennings' property are hereby notified that district buildings contain some amount of asbestos-containing materials. Management plans are available in each school office. For more information, please contact the Facilities Administrator at (314) 653-8055. The applicant personally guarantees the payment of fees, miscellaneous charges or damages that may be assessed for the period the premises are used.*

*In addition, adult-based and for-profit groups will be required to include a disclaimer on any information or promotional materials related to their use of district facilities in substantially the following form:*

*"Notice: The (group name) is independent of and not affiliated with nor sponsored by the Jennings School District or Board of Education. The views and opinions expressed by (group name) therefore do not necessarily represent those of the Jennings School District or Board of Education.*

**Please be aware that there could be a charge affiliated with using the schools. Please call Henry Ilges at (314) 653-8055 for more information. Failure to complete this application in its entirety is cause for an automatic denial.**

## USE OF SCHOOL PREMISES RATES

### CATEGORY GROUP I (No Charge)

- A) District, building, academic, co-curricular and student activity sponsored groups.
- B) PTO/PTA sponsored meetings.
- C) Jennings community school programs.
- D) Meetings following regularly scheduled school days of adult-sponsored groups such as Boy/Girl Scouts.
- E) Public hearings and/or public forums of tax supported political subdivisions located at least partially within the Jennings School District.

### CATEGORY GROUP II - STUDENT-BASED GROUP (Pay only Position Rates)

- A) Meetings of adult-sponsored groups such as Boy/Girl Scouts other than regularly scheduled school days.
- B) Meetings/activities of community-based groups consisting primarily of school age children who are residents of the Jennings School District attendance area.

### CATEGORY GROUP III - ADULT-BASED GROUP (Pay Position and Facility Rates)

- A) Community-based, sectarian and political groups.
- B) Meetings of political subdivisions other than those included in CATEGORY GROUP I.
- C) Schools of higher education and Missouri tax-supported colleges.
- D) Not-for-profit groups.

**CATEGORY GROUP IV (Pay Positon and Facility Rates plus 10%)**

For-profit groups.

<b>POSITION</b>	<b>HOURLY RATE (4 Hour Minimum)</b>	
Custodian	\$26.00	
Kitchen Supervisor	\$40.00	
Lifeguard	\$20.00	
Staff/Pool Supervision	\$25.00	
Sound/Electronics	\$40.00	
<b>FACILITY</b>	<b>SCHEDULED SCHOOL DAY (PER HOUR)</b>	<b>NON SCHEDULED SCHOOL DAY (PER HOUR) 4 HOUR MINIMUM</b>
Elementary Classroom	\$20.00	\$20.00
Elementary Library	\$20.00	\$20.00
Elementary Cafeteria/Gym	\$20.00	\$20.00
Gary Gore Community Education Gym	\$125.00	\$125.00
Gary Gore Community Education Classroom	\$20.00	\$20.00
Junior High Classroom	\$35.00	\$35.00
Junior High Library	\$35.00	\$35.00
Junior High Cafeteria/Gym	\$35.00	\$35.00
Senior High Classroom	\$35.00	\$35.00
Senior High Library	\$35.00	\$35.00
Senior High Cafeteria	\$35.00	\$35.00
Senior High Gym	\$35.00	\$35.00
Senior High Auditorium	\$50.00	\$50.00
Senior High Swimming Pool	\$66.00	\$66.00
Senior High Sports Complex	\$125.00	\$125.00

**I HAVE READ AND AGREE TO ABIDE BY SCHOOL POLICY AND SCHOOL FACILITY USAGE REGULATIONS**

**Please Print Applicants Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **RA**

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Category Group – see descriptions on attached rate sheets (circle one) I II III IV**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Building Administrator's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Facilities Administrator's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent of Schools*

\_\_\_\_\_  
*Date*

