



## KANSAS CITY PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES

### APPLICATION INSTRUCTIONS

**Thank you for your interest in the use of a Kansas City Public Schools facility. Please comply with the following instructions so that we may process your application expeditiously:**

#### **A. Application for Community Use of Facilities**

1. Complete, sign and submit the facility use application.
2. Read, sign and submit the Terms and Regulations form.
3. Provide proof of organization's incorporation
4. Applications must be received at least thirty (30) calendar days prior to the date of the event.
5. Applications may be submitted by mail to 2012 E. 23<sup>rd</sup> Street, KC MO 64127 or by email to [facilitiesuse@kcpublicschools.org](mailto:facilitiesuse@kcpublicschools.org). Please note: all applications must include a valid signature, whether submitted via mail or email.

#### **B. Deposit**

1. A twenty-five (\$25.00) deposit must accompany each application. The deposit will be deducted from the total cost of each application. Deposits are non-refundable.

#### **C. Insurance**

1. Proof of Insurance, "General Liability" is required in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate.
2. Kansas City Public Schools must be listed as an additional insured.
3. Proof of insurance must be received at least fourteen (14) calendar days prior to the event, or the event will be cancelled.

#### **D. Payment of Fee**

1. Fees may apply. Please refer to the rate schedule to determine what fees will be applicable.
  2. Full payment of any applicable fees shall be received by KCPS seven (7) calendar days prior to the scheduled event.
  3. The application will be cancelled and a final permit to use the facility will not be issued if fees are not paid on time. The twenty-five dollar (\$25.00) deposit will not be refunded.
  4. Payments should be made or mailed to Attention: Brenda Lawless at the Board of Education Office located at 2901 Troost, KC MO 64109. Payments may be made by cashier's check, certified check or money order, or business check and made payable to Kansas City Public Schools. Cash and personal checks or credit cards will not be accepted.
- After all fees have been collected, the Community Use of Facilities Office will issue a facilities use permit. The organization and the Community Use of Facilities Office will retain a copy of the signed permit.

All questions should be directed to the Facility Use Coordinator, (816) 418-8210 during regular business hours or by email at [facilitiesuse@kcpublicschools.org](mailto:facilitiesuse@kcpublicschools.org).



KANSAS CITY PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES

This application is not approved until written approval is provided by the Facility Use Coordinator or Designee

Date of Application \_\_\_\_\_

Return to: Email: facilitiesuse@kcpublicschools.org or
Fax: 816-418-8848
Phone: 816-418-8210
Mail: 2012 E. 21st Street KC MO 64127

Organization Name \_\_\_\_\_

Please describe your organization and provide proof of incorporation (circle all that apply): 501(c)3 Nonprofit Neighborhood Association

Community Group Gov't Agency For-profit Other (please specify) \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Website \_\_\_\_\_

Representative's Name \_\_\_\_\_ Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

Send Bill To: Name \_\_\_\_\_ Address \_\_\_\_\_ Zip Code \_\_\_\_\_

School Requested \_\_\_\_\_ Date(s) Requested \_\_\_\_\_

Describe the Event/Use of Facility \_\_\_\_\_

Start Time for Set Up \_\_\_ am/pm Event Start Time \_\_\_ am/pm Event End Time \_\_\_ am/pm Lock Up Time \_\_\_ am/pm

Size of Group: Number of Adults \_\_\_\_\_ Number of Youth \_\_\_\_\_ Are you advertising the event? Yes \_\_\_ No \_\_\_

How? Radio/TV \_\_\_ Twitter \_\_\_ Facebook \_\_\_ Flyers \_\_\_ Live entertainment/name of group: \_\_\_\_\_

Broadcasting from Location of event: Yes \_\_\_ No \_\_\_ Radio station: \_\_\_\_\_

FACILITIES DESIRED:

Auditorium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Pool \_\_\_\_\_
Stage (includes lights) \_\_\_\_\_ Kitchen \_\_\_\_\_ Athletic Field \_\_\_\_\_
Dressing Room(s) \_\_\_\_\_ Gymnasium \_\_\_\_\_ Athletic Field Lights \_\_\_\_\_
Library \_\_\_\_\_ Locker Rooms (with showers) \_\_\_\_\_ IL Fieldhouse \_\_\_\_\_
Computer Lab \_\_\_\_\_ Restrooms \_\_\_\_\_

Classroom(s), please describe: \_\_\_\_\_

Other, please describe: \_\_\_\_\_

Equipment requested, please describe: \_\_\_\_\_

USE OF FACILITIES INCLUDES:

Sale of Goods \*Yes \_\_\_ No \_\_\_ Collections \*Yes \_\_\_ No \_\_\_ Admission Charge \*Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_

\*If checked Yes, Please Explain: \_\_\_\_\_

Proceeds of money-raising activities to be used for: \_\_\_\_\_

Facility Use Agreement form read and signed? Yes \_\_\_ No \_\_\_

Signature of Applicant/Title \_\_\_\_\_ Date \_\_\_\_\_

DISTRICT USE ONLY

Use Category: Group I (no fees apply) \_\_\_ Group II (staffing costs only apply) \_\_\_ Group III (staffing/facility costs apply) \_\_\_

The use of the facilities requested by the applicant at the times indicated will not interfere with the school's program.

Principal's Signature (School or Site Approval) \_\_\_\_\_ Date \_\_\_\_\_ Food Service Approval (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Approval (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

If applicable, request denied due to: \_\_\_\_\_



## KANSAS CITY PUBLIC SCHOOLS FACILITY USE AGREEMENT

### Terms and Regulations

1. Kansas City Public Schools (KCPS or the District) may authorize the use of its facilities and grounds by the Kansas City community at any time which does not disrupt the academic and extracurricular programming of the school nor jeopardize the safety and security of the its students, employees as well as members of the greater community.
2. Individuals, clubs, organizations and for-profit entities are eligible to apply for the use of a KCPS facility.
3. Interested parties must submit a written application in order for requests to be considered. The written application consists of: 1) Application for Use of School Facilities form; 2) signed and executed Facility Use Agreement form; and 3) an application fee of \$25.00. If application is approved, the application fee will be deducted from the total costs/fees associated with the use of the facility. Application materials are available on the KCPS website at <http://kcpublicschools.org/useoffacilities> or by contacting the Facility Use Coordinator at 816-418-8210 or [facilitiesuse@kcpublicschools.org](mailto:facilitiesuse@kcpublicschools.org). Applications must be received no less than thirty (30) days in advance of the event. Applicants will be notified about the status of their request within seven (7) business days of submitting the application. Applications will be considered on a first-come, first-served basis and school-sponsored activities will have priority over non-school activities. The District reserves the right to refuse an application for use of a school facility if deemed in the best interest of the District. In order to ensure the availability of facilities to all interested organizations, KCPS reserves the right to restrict the number of dates/times an individual or group may reserve. Applications should be submitted or emailed or sent by US Mail and/or hand carried to 2012 E. 23<sup>rd</sup> Street, KC MO 64127.
4. While the KCPS encourages community use of school facilities, that use must be net neutral to the KCPS budget. As such facility usage fees may apply and are based on the applicant, the facility requested, time of usage and anticipated personnel costs as outlined in the Rate Schedule, which is available on-line at [www.kcpublicschools.org](http://www.kcpublicschools.org). An assigned KCPS employee is required to be present to open and secure any facilities used.
5. An invoice (if applicable) will be sent to the applicant following final approval of application. Fees must be paid in full seven (7) calendar days prior to activity start date or use will be cancelled. Acceptable forms of payment include: money order and checks from business/organization. No personal checks accepted. Checks should be made payable to Kansas City Public Schools and mailed or hand carried to: Board of Education offices at 2901 Troost, KCMO 64109-1538, Attention Brenda Lawless. Failure to pay an invoice may result in denial of future usage requests and/or the need for other collection methods.
6. KCPS requires a certificate of general liability insurance for all groups using District property, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate naming the KCPS as an additional insured. Proof of insurance must be provided at least fourteen (14) calendar days prior to the scheduled use, and must be in effect throughout the use.
7. An Application is not approved until receipt of written confirmation from KCPS. **In no case will verbal commitments for facilities use be considered in any way binding upon the District.** Upon final approval, the applicant will be sent an permit/invoice, which must be available for review upon request by KCPS Staff during facility use. Groups failing to produce this permit/invoice will be asked to leave the premises immediately.
8. Use of school facilities will not be granted if it interferes with school-sponsored activities. In the case of an emergency or inclement weather, the Superintendent or Designee reserves the right to cancel any scheduled activity.
9. At the discretion of the KCPS, any permit for the use of school buildings or grounds may be revoked at any time. All permits are subject to immediate cancellation if it is discovered that the information given on the application is misrepresented. If such cancellation is made for this or any other reason, the District and its agents are to be held harmless for any expense or loss incurred by the sponsoring organization due to such cancellation.

10. District also reserves the right to change reservations to other rooms, fields or schools with the understanding that comparable facilities will be provided if possible.
11. Organizations will remain in the approved areas only and will not venture into any other areas. Good order and discipline must be maintained and the building/grounds must be left in good condition.
12. The use of alcoholic beverages or tobacco products is strictly prohibited in KCPS buildings, campuses and grounds.
13. No use of equipment shall be granted without approval of the KCPS. Equipment requests must be included as part of the original application form.
14. The contact person listed on the Application will be held responsible for the conduct of all attendees. The KCPS reserves the right to terminate Organization's use at any time if, in the KCPS' sole discretion, such use is or will be unruly, dangerous, destructive, excessively loud or inappropriate for the facility.
15. Organization shall be responsible for any damages to the facility caused by persons using the facility under this Agreement or otherwise arising from this Agreement.
16. Organization will comply with all state, federal, local and KCPS statutes, policies, regulations and ordinances, including but not limited to, all fire, safety, traffic, parking and public safety requirements (Laws). The property of the KCPS shall be used only for purposes that conform to, and in a manner consistent with, such Laws. User will comply with all directives from the Superintendent or his designee.
17. Organization agrees to indemnify and hold harmless the KCPS, its Board of Directors and its officers, administrators, employees and agents, from and against any and all liability, claim, action, cost, damage or loss, including reasonable costs and attorneys' fees, for injury, including death, to any person or damage to any property arising out of Organization's activities under this Agreement. This obligation shall continue beyond the end of the use as to any act or omission which occurred during or under this Agreement. Nothing in this paragraph shall be deemed to be a waiver of sovereign immunity by the District.
18. Organizations are required to include a disclaimer on any information or promotional materials related to their use of District facilities that the KCPS is not affiliated with nor a sponsor of the event.
19. Failure to abide by the terms of this Agreement may result in immediate termination of the Agreement by the KCPS.
20. This Agreement shall be governed by Missouri law.
21. All approved applications for on-going use of a facility will automatically terminate on June 30 of each year. A new application must be submitted if re-approval is requested for the following year that begins July 1.
22. A use of facilities agreement may not be assigned without KCPS written approval, and may be modified only in writing signed by both parties.
23. Cancellations must be made in writing to the Facility Use Coordinator at [facilitiesuse@kcpublicschools.org](mailto:facilitiesuse@kcpublicschools.org). A full refund will be given if cancellation is made more than two weeks prior to the facility use. A refund minus a 20% cancellation fee will be given if cancellation is made less than two weeks prior to use. No refund will be given if cancellation is less than one week prior to the use.

**Applicant hereby agrees to all of the above terms and conditions. The undersigned warrants that he/she is an authorized representative of the Applicant with the authority to execute this Agreement and bind the Applicant hereto.**

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Printed Name

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Signature

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Date