



**Columbia Public Schools
Columbia, Missouri**

**Procedures
Revision 6/5/18**

Subject: BUILDING USE

- A. **All individuals** requesting to use District facilities for non-school District sponsored events must complete an Application and Permit for Use of School Buildings form (see sample) or by filling out electronically ([Facility Use electronic Request](#)) and submit the application at least 7 days prior to the event to the Director of Athletics.
- B. The completed application will be sent to the Athletic Department at the District office. The school is responsible for arranging any supervision required or requests for use of equipment. If supervision by building personnel is not available, the event will not be scheduled. If the school is approving the application, the event should be penciled in on the school calendar until final approval is received from the Director of Athletics office.
- C. After the approval from the school is received at the District office, the District Athletic Director will determine the rental and/or supervision fees (per the fee schedule) and confirmation will be sent to applicant via email. This request will then be added to the district calendar.
- D. If the application is denied, the applicant will be sent a confirmation email from the District Athletic Directors office.
- E. After the event has taken place, the District office will invoice the applicant for the rental/supervision fees. All fees must be made payable to Columbia Public Schools, not to the custodian/supervisor (compensation for building supervision must be paid through District payroll procedures, per IRS regulations).
- F. The following instructions should be used to complete the Application and Permit for Use of School Buildings form (see example on page 2):
 1. NAME OF APPLICANT: The name of the person applying for use of the building.
 2. DATE: The date that the application is completed.
 3. ORGANIZATION OR GROUP NAME: Indicate the name of the organization or name of group requesting use of the building.
 4. NAME OF SCHOOL TO BE USED: The name of the school being requested for use.
 5. PORTION OF SCHOOL DESIRED: Fill in the school which will be used.
 6. PROBABLY ATTENDANCE: Indicate the number of persons expected to attend the function.

7. PURPOSE FOR WHICH PREMISES WILL BE USED: Indicate the purpose of the event or meeting requested to be held at the school.

8. AMOUNT OF ADMISSION TO BE CHARGED: If there will be an admission fee to attend the event, indicated that amount in this field.

9. TIME DESIRED: Indicate the day(s) of week, dates, and from and to times for which the school will be required.

10. APPLICANT: The name, complete address, phone number, date and signature of the person requesting the use of the school building.

11. APPROVAL: To be completed by the Director of Athletics.

SAMPLE APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDING



COLUMBIA PUBLIC SCHOOLS
APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDINGS

Name of Applicant _____ Date _____
 Organization Name/Purpose _____
 Name of School to be Used _____
 Portion of School Desired _____
 Probable Attendance _____ Amount of admission to be charged _____
 Purpose for which premises will be used _____

TIME DESIRED

<u>Day of Week</u>	<u>Date(s)</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned hereby makes application to the Columbia School District for the use of school facilities and certifies that the information given above is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all regulations of the Board of Education and **will promptly pay any agreed rental fees, as assessed by the Director of Athletics.** A certificate of insurance shall be provided prior to use of the facility. The applicant will exercise the utmost care in use of the school premises and property and will pay for any damage arising from use of said premises and property. By executing this application, applicant acknowledges receipt of a copy of the Board of Education policy related to the use of school facilities and agrees to adhere to the provisions of that policy (see policy on reverse side).

APPLICANT

APPROVAL

 Name (Print or type)

 Address (Street or P.O. Box)

 City, State, Zip

 Phone No. _____ Date _____

 Email (please print)

 Signature of Applicant

 School Approval (Principal/Calendar Keeper) Date _____

 Building Use Coordinator or FSDirect # _____ Date _____

 Rental Fee

CERTIFICATE OF INSURANCE ATTACHED YES
 (Must Be Received Prior To Processing Application)