



## ***Wentzville School District Facilities Use Agreement***

*Board Approved May 15, 2008  
Readopted July 17, 2008  
Readopted October 16, 2008  
Readopted April 16, 2009  
Readopted December 17, 2009  
Readopted March 17, 2011  
Readopted January 19, 2012  
Readopted January 17, 2013  
Readopted January 16, 2014  
Readopted July 17, 2014  
Readopted February 19, 2015  
Readopted December 17, 2015  
Readopted June 16, 2016  
Readopted May 18, 2017  
Readopted July 20, 2017  
Readopted April 18, 2019  
Readopted July 15, 2021  
Readopted July 25, 2023*

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# Wentzville School District Facilities Use Agreement

## **General Information**

*School district facilities are available for community use when facilities are not being used for instructional or administrative purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations (Policy 1420).*

*Community use includes, but is not limited to, Parent/Teacher organizations, Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America and Little league Baseball (Policy 1420). "Other Community Use" includes civic committees, subdivision meetings, church groups, university classes, adult sports and general public events.*

*When community groups are permitted to use school facilities under this agreement, the District will not unlawfully discriminate against groups based upon their religious, political, or philosophical content of speech (Policy 1420). Buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes (Regulation 1420).*

## **ADA Accommodations Notice**

*If you have special needs addressed by the American for Disabilities Act and need special assistance or accommodation, notify the Wentzville R-IV School District's ADA Facilities Compliance Coordinator and the Assistant Superintendent of Student Services, 280 Interstate Drive, Wentzville, Mo 63385 (636) 327-3800 during the hours of 8:00 am to 4:30 pm, Monday through Friday. The District must be notified at least 48 hours in advance of ADA accommodations.*

## **Group Classifications/Definitions**

**Group A** - Parent/Teacher organizations, scout groups, educational and other school activity organizations.

**Group B** - Recognized programs comprised entirely of Wentzville School District students. These programs are to be designed to develop talent for each specific high school.

**Group C** – Other non-profit youth activities. Outside programs that are youth/student focused but not made up entirely of Wentzville School District students. This includes organized youth sports.

**Group D** – Civic/community activities (subdivision meetings, candidate night...), other district resident groups (church groups, university classes, adult sports...) and general public events.

# Wentzville School District Facilities Use Agreement

## Conditions for Use – All Facilities

1. *Use of district facilities requires strict adherence all District health and mask guidelines at all times. The applicant reserving the facility is responsible for making sure these guidelines are followed by the group. The Wentzville School District reserves the right to terminate the use of facilities for groups which do not follow these guidelines.*
2. *Applications for the use of the premises are required and no part of a building or field is to be used without prior approval (regulation 1420). Use of an area not included in the application may result in forfeiture of the event application as well as all future event applications.*
3. *If admission is being charged by the applicant then the applicant must specify the purpose for funds being collected.*
4. *Group A applicants will not be charged for the use of the facilities. A custodial fee will be charged on Saturdays and Sundays (Regulation 1420).*
5. *Group B applicants can sign up before August 15<sup>th</sup> for the fee listed in the rate chart. After August 15<sup>th</sup> such groups may request more space, if available, for no charge. A custodial fee will be charged on Saturdays and Sundays. A team roster with the player's name and address must be submitted annually.*
6. *Special permission must be granted to serve refreshments (Regulation 1420).*
7. *Any cancellation of reserved dates must be made in writing at least 24 hours prior to the date of a scheduled event. The Wentzville School District reserves the right to cancel any approved application for any reason upon advance notice (Regulation 1420).*
8. *All rental charges for the use of facilities will be billed on a monthly basis and are due no later than 10 days after the bill date. Failure to pay charges on time may result in forfeiture of future rentals. The charges for custodial fees will be calculated on the accrued hours required for preparation and clean-up before, during, and after the activity (Regulation 1420).*
9. *Sale, consumption, or possession of intoxicating liquors, alcoholic beverages, or any illegal substance shall not be permitted on District premises at any time. Any person who is under the influence of alcoholic beverages or illegal substances will not be permitted on District premises. The applicant and/or the person in charge of the rental will be held responsible for the enforcement of this rule (Regulation 1420).*
10. *Smoking and tobacco products are not permitted on District premises at any time. This includes but is not limited to electronic cigarettes and any other item appearing to be a tobacco product of any type (Regulation 1420).*
11. *The use of profane language or gambling, including raffles in any form, is not permitted on any District property. Exceptions regarding gambling and raffles may be made for certain 501(c)3 organizations (Regulation 1420).*
12. *Damage or breakage occurring in any building or on any grounds on account of an organization using district premises shall be paid for by the organization. At the end of each activity a representative of the organization must check with the custodial building supervisor and submit a building use report. Any charges incurred shall be calculated from this information (Regulation 1420).*

13. *Students and children must be supervised at all times, especially when using restrooms and drinking fountains. No running, loitering, or excessive noise at any time will be tolerated in the corridors or restrooms. Bouncing and throwing balls or objects are prohibited in the hallways (Regulation 1420). Event attendees are also restricted to the designated reserved areas. Attendees not restricted to designated areas will result in the event application and all future event applications being forfeited.*
14. *Unaccompanied Students are not allowed in the building.*
15. *Applications to use District buildings do not include the use of equipment owned by the school unless they are specifically approved in the application. This includes projection equipment, athletic equipment, musical instruments, public address systems, etc. Volleyball standards and nets will be available for use at some but not all secondary and elementary schools. Volleyball standards may not be removed from any location (Regulation 1420).*
16. *The District reserves the right to deny permits involving live animals.*
17. *No hard balls (baseballs, softballs, soccer balls, or lacrosse balls) are allowed in the buildings (Regulation 1420). ONLY foam, wiffle, futsal or other soft balls may be used.*
18. *District personnel is not required to assemble or dismantle scenery, equipment etc., except as necessary to prepare the facility for use. Scenery and other equipment provided by all organizations using a school facility must be removed from the building promptly after the event so that it will not interfere with scheduled school activities. The applicant to whom the permit was issued will be required to pay a removal and cleanup charge if such equipment or materials are not removed (Regulation 1420).*
19. *Only non-marking, athletic type shoes will be permitted in gymnasiums (Regulation 1420).*
20. *Wrestling mats are only available for use in the wrestling room (Regulation 1420).*
21. *Organizations will be allowed to place signs outside of the building the day of the event and must remove the signs one (1) hour after the event (Regulation 1420).*
22. *Informational posters and other printed materials may only be affixed to designated bulletin boards in the auditorium/theatre and all other areas. No items may be taped to painted walls, ceilings, or other surfaces that could be damaged.*
23. *All practice fields will be made available to the public free of charge provided that an approved Application, Acknowledgement Form and proof of insurance are on file with the District. If a group uses the field without permission, the group's use of fields or facilities will be revoked for the remainder of the school year (Regulation 1420).*
24. *No vehicles are allowed to drive on the fields or in any athletic complex.*
25. *Permits are not transferable.*
26. *The District has the discretion to decide which facilities are available for use.*
27. *Use of portable lighting may be permitted on outside fields as long as the lighting is removed the same day and no damage is done to the fields or surrounding areas. A request to use portable lighting must be submitted with the application.*
28. *Custodial building supervisors have been directed to strictly enforce the aforementioned rules. Failure to comply will result in a warning from the custodial building supervisor. A second warning will result in immediate dismissal from school property and suspension of facility usage (Regulation 1420).*
29. *Auditoriums in the Wentzville School district are not available at this time.*
30. *Rental permits may be denied by the Superintendent or designee if it is believed that the individual/organization seeking to rent the facility will not adequately care for the facility or will use the facility for purposes contrary to acceptable community standards.*

31. School district officials will notify the person in charge of any unacceptable behavior or violations of the facility usage regulations. For minor infractions, one warning letter will be sent. Any subsequent infractions will be cause for cancellation of the group's usage agreement (Regulation 1420).

#### **Conditions for Use – Non-Turf Varsity Field Additional Guidelines**

1. All District conditions for use listed in the "Conditions for Use – All Facilities" section in this Facilities Use Agreement are also applicable to non-turf varsity field guidelines.
2. Varsity Fields may only be used for youth in grades Pre-K through 12.
3. Varsity fields are for game play only. This does not include organized scrimmages.
4. District personnel must begin the approval process for varsity fields with the High School Activities Director.
5. High School Activities Directors reserve the right to cancel any scheduled games due to field conditions.
6. Use of a varsity field that requires field preparation (lining, dragging, etc.) must be done by the District staff. Prior to approving a special permit, the District must determine the availability of its employees to complete the project.
7. Use of outdoor varsity fields Monday through Thursday must conclude by 9:00pm.

#### **Conditions for Use – Turf Field and Track Rental Additional Guidelines**

1. All District conditions for use listed in the "Conditions for Use – All Facilities" and the "Conditions for Use – Non-Turf Varsity Fields Additional Guidelines" sections in this Facilities Use Agreement are also applicable to turf field and track rentals.
2. Basic rental fees will include the use of exterior restrooms and a custodian to open/close/clean restrooms.
3. For large events, the Activities Director will determine if an Event Supervisor (WSD approved employee) will be required.
4. The Event Supervisor assigned to an event will open the press box and set up the scoreboard. Groups must provide their own operator over the age of 16.
5. The custodian who opens and closes event will turn the lights on and off.
6. Outside groups may not use the District's field markers.
7. The District and its schools will have the right to sell food and beverages via the concession stand. If the District chooses to open the concession stand and sell food and beverages, the entire profit will go to the District. If the District does not sell food or beverages, the organization can ask the designated Activities Director to allow the sale of the items. At no time will an outside group use the actual concession stand.
8. No outside groups are allowed to have advertising at these venues.
9. Stadium is not rented on a Saturday immediately following a Friday night home football game until 1:00 pm.
10. The Activities Directors reserves the right to cancel any scheduled games due to District team needs.
11. No eating is allowed on the field or sidelines. Use of sunflower seeds will result in immediate loss of rental privileges.
12. A four-hour minimum charge will apply.

# Wentzville School District Facilities Use Agreement

## ***Hours of operation and limitations for Community use***

*Elementary schools                      Monday-Thursday 6:30 pm – 9:00 pm*

*Middle and High Schools            Monday-Thursday 7:00 pm – 9:00 pm*

*District facilities will be available from September 1<sup>st</sup> to April 30<sup>th</sup>.*

*No activities will be held on non-school days or nights when school is cancelled or dismissed early due to inclement weather.*

*The District may cancel Saturday and Sunday events due to inclement weather.*

*The weekly maximum rentals for gyms or multi-purpose room rentals is two times per week per group and one time per week per individual.*

*A four-hour minimum charge will apply to each area rented on weekends.*

## ***Application Process***

*Applications for non-school groups for the upcoming school year may not be submitted prior to the last Monday of the month of July. Applications will be considered on a first come first serve basis.*

*The application process requires the following documents:*

- 1) Signed Application for Use of Facilities Form*
- 2) Proof of Insurance*
- 3) Signed Letter of Indemnification*
- 4) Signed Facilities Use Acknowledgement Form*

*The Application for use of Facilities Form, Facilities Use Acknowledgement Form, and the Letter of Indemnification are included in this Facilities Use Agreement.*

*The insurance must be general liability insurance in the amount of \$1,000,000.00. The certificate holder needs to be listed as "Wentzville School District, 280 Interstate Drive, Wentzville MO, 63385". Applications without proof of insurance will not be processed.*

*Once a reservation is scheduled it will not be eliminated or re-scheduled for a school activity without consultation and agreement of the affected party except when, in the judgement of the Superintendent or designee, there is no alternative.*

*Any organization desiring to enter a year-long agreement with the District for weekend use can meet with the Chief Financial Officer to develop such an agreement at rates that would require Board of Education approval.*

## RATE CHART

	<b>Group A Group B</b> (if registering after Aug. 15 <sup>th</sup> )	<b>Group A (for weekend rates) Group B</b> (if registering on or before Aug. 15 <sup>th</sup> ) <b>OR</b> <b>Group C</b>		<b>Group D</b>	
<b>Building Locations</b>	<b>Weekday Rate (Mon-Thurs)</b>	<b>Weekday Rate (Mon-Thurs)</b>	<b>Weekend Rate (Sat-Sun)</b>	<b>Weekday Rate (Mon-Thurs)</b>	<b>Weekend Rate (Sat-Sun)</b>
<b>Gym</b>	No Charge	\$30 per hour/room if registering in last week of July \$15 if registering after last week in July	\$75 per hour/room	\$60 per hour/room	\$90 per hour/room
<b>Cafeteria/Multi-Purpose Room</b>	No Charge	\$25 per hour/room if registering in last week of July \$10 if registering after last week in July	\$70 per hour/room	\$50 per hour/room	\$80 per hour/room
<b>Commons</b>	No Charge	\$25 per hour/room if registering in last week of July \$10 if registering after July	\$70 per hour/room	\$50 per hour/room	\$80 per hour/room
<b>Hallways</b>	No Charge	No Charge	\$65 per hour/location	\$20 per hour/location	\$65 per hour/location
<b>Kitchen*</b>	\$30 per hour/employee*	\$30 per hour/employee	\$45 per hour/employee	\$30 per hour/employee	\$45 per hour/employee
<b>Parking Lot**</b>	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
<b>Custodial</b>	No Charge	No charge	\$45 per hour/custodian	No charge	\$45 per hour/custodian
<b>Varsity Baseball/Softball</b>	No Charge	No charge for Group B \$100 per game for Group C	\$100 per game	\$100 per game	\$100 per game
<b>Turf Field/Track</b>	No Charge	\$50 per hour	\$50 per hour	\$150 per hour	\$150 per hour
<b>Event Supervisor</b>	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
<b>Lighting</b>	\$20 per hour	\$20 per hour	\$20 per hour	\$20 per hour	\$20 per hour
<b>Sound System/Scoreboard</b>	No Charge	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour

*\* Requires District Child Nutrition employee. Group A will be charged a rate of \$20 per hour for Monday-Thursday and \$30 per hour for Saturday-Sunday. Any organization that would like to utilize kitchen facilities must contact the Administrative Assistant of Facilities prior to reserving the facilities.*

*\*\* This fee is for an organization that wants to use only a parking lot for an event. If an organization has rooms rented inside a building, the use of the parking lot for parking is included in the rental.*

*Employee organizations, specifically WNEA, local 4894, and local 6559 may use district facilities free of charge during non-school hours during the week and Saturdays. Organization members must sign up for building use through the facilities office.*



## AVAILABLE FACILITIES

FACILITY	GYM	MULTI PURPOSE ROOM	CAFETERIA	HALLWAYS	COMMONS	TURF FIELD/ TRACK	VARSITY BASEBALL/ SOFTBALL
Heritage Primary	✓ West Gym		✓	✓	✓		
Heritage Intermediate	✓ Academy Gym	✓		✓			
Boone Trail	✓		✓	✓			
Green Tree	✓		✓	✓			
Crossroads	✓		✓	✓			
Prairie View	✓	✓		✓			
Peine Ridge	✓	✓		✓			
Duello	✓	✓		✓			
Discovery Ridge	✓	✓		✓			
Lakeview	✓	✓		✓			
Stone Creek	✓	✓		✓			
Wabash	✓	✓		✓			
Journey	✓	✓		✓			
Wentzville Middle	✓	✓	✓				
South Middle	✓ Large Gym Small Gym		✓	✓	✓		
Frontier Middle	✓ Large Gym Small Gym	✓		✓			
North Point Middle	✓ Large Gym Small Gym		✓	✓			
Holt High School	✓ Large Gym Small Gym	✓	✓	✓	✓	✓	✓
Timberland High School	✓ Large Gym Small Gym		✓ Commons	✓		✓	✓
Liberty High School	✓ Large Gym Small Gym		✓ Commons	✓	✓ Upper commons	✓	✓
North Point High School	✓ Large Gym Small Gym		✓	✓	✓	✓	✓
Pearce Hall	✓						



**APPLICATION FOR USE OF SCHOOL FACILITIES**

Wentzville R-IV School District  
280 Interstate Drive  
Wentzville, Mo 63385

Cathy Fank - Administrative Assistant of Facilities  
(636) 327-5090 ext. 23326  
cathyfank@wsdr4.org

FOR DISTRICT USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
<input type="checkbox"/> Billable	<input type="checkbox"/> Free of Charge
<input type="checkbox"/> Insurance Received	
Wentzville School District Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schedule ID # _____	

**EMERGENCY CONTACT NUMBERS**

Heather Loche (636) 667-7175  
Diana Moore (636) 734-5519

**COMPLETE ENTIRE FORM AND RETURN TO THE FACILITIES DEPARTMENT**

- Application is not approved until you have received final confirmation from the Wentzville School District Administrative Center.
- Upon approval, this application will serve as the "permit" and must be made available for review upon request during facility use. Groups failing to produce this permit will be asked to leave the premises immediately.

**Building (Name of School)** \_\_\_\_\_ **Area Requested** \_\_\_\_\_

**Organization/Group Applying** \_\_\_\_\_ **Event Description** \_\_\_\_\_

**Grade Level: (Check all that apply).**  Pre-K  K-5  6-8  9-12

**Activity Type: (Please check only one):**  
 Practice  Fundraiser  Game  Meeting  Other \_\_\_\_\_  
**School-sponsored group/activity:**  Yes  No  
**Youth Activity:**  Yes  No  
 Profit  Non-Profit; Federal Tax ID # (Required) \_\_\_\_\_

**Will a fee be charged to individuals to participate in or attend this activity (registration, admission, etc.)?**  Yes  No  
**If yes, what would the charge be?** \_\_\_\_\_

Contact Person (please print):
Name _____
Address _____
City _____ State _____ Zip _____
Primary Phone _____
Secondary Phone _____
E-Mail _____

Organization/Individual Responsible for Payment: Name
_____
Address _____
City _____ State _____ Zip _____
Primary Phone _____
Secondary Phone _____
E-Mail _____

**Activity Date(s):** \_\_\_\_\_

**Activity Start Time:** \_\_\_\_\_ **Activity End Time:** \_\_\_\_\_ **Approx. Number Attending** \_\_\_\_\_

**Will extra time be needed for setup (Fees will begin at the start of time):**  Yes  No

**Is special room setup required?**  Yes (If yes, see rate chart below)  No

- Chairs (0-25) No Charge
- Chairs (26-50) \$10 per event
- Chairs (51-100) \$25 per event
- Chairs (101-200) \$50 per event
- Chairs (201+) \$75 per event
- Chairs (every additional 100 add \$25) amount \_\_\_\_\_
- Wrestling Mats (Cleaning) \$20 (Each Occurrence)

- Tables (0-3) No Charge
- Tables (4-6) \$10 per event
- Tables (7-10) \$15 per event
- Tables (11-20) \$25 per event
- Tables (21+) \$50 per event
- Tables (every additional 10 add \$15) amount \_\_\_\_\_
- Volleyball Standards \$20 (Each Occurrence)

**Signature:** \_\_\_\_\_

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



## *Letter of Indemnification*

*This letter must be signed by any person or representative of any organization that wishes to use facilities of the Wentzville School District.*

- Applicant is responsible for the payment of all charges.*
- Applicant is responsible for payment of any damages to school facilities.*
- Applicant is responsible for the observation of rules and regulations for use of school facilities as established by the District*
- Applicant agrees to hold harmless the Wentzville School District, its officers and employees, for any injury to persons to whom facilities are rented, for any injury to any person connected with the activity, or for any injury to any person who may attend the event.*
- Applicant agrees to hold harmless the Wentzville School District, its officers and employees, for liability or damage to property belonging to the applicant or the applicant's organization.*
- The applicant agrees that the presence of any employee of the Wentzville School District does not relieve the applicant of any of the applicant's responsibilities or duties.*

\_\_\_\_\_  
*Signature of Applicant*

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



## Acknowledgement

*I have read and understand Facilities Use Agreement and agree to be bound by the provisions of this permit. Failure to comply with these guidelines may forfeit my rights to usage of facilities. I have provided an application form, the required insurance forms, and a signed letter of indemnification.*

\_\_\_\_\_  
*Signature*

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

\_\_\_\_\_  
*Printed Name*