**Community Use of School Facilities**

In accordance with Otterville R-VI Board of Education Policy and Procedures the district makes available its buildings for community use. Anyone wishing to use the district’s facilities should review the attached Procedures and fill out all information.

It is also the district’s intent that community groups utilize our facilities without cost, outside groups are subject to the rental charge as listed. When circumstances make it more convenient for the group to utilize our janitorial staff for cleanup or our cafeteria staff for a banquet, a deposit and a reasonable charge will be worked out between the involved staff and the community group.

The district will provide facilities which are clean and in good repair and it is the expectation of the district that the group utilizing our facilities will leave the facility in the same condition.

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities and/or Equipment requested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Utilizing Facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Group Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Both the Group and myself as an individual understand that district equipment cannot be removed from the school property. Both the Group and myself as an individual agree to exercise care in protecting school equipment and facilities from damage. In the event damage results, regardless of cause, the Group and myself as an individual agree to reimburse the district for repair or replacement of the school equipment and/or facilities at the district’s discretion.

Signature of Group Representative Date

Superintendent’s Approval Date

* Groups need to sign hold harmless agreement and if available have proof of insurance.
* District reserves the right to cancel reservations if a need arises.

Otterville R-VI Facility Rental Rates

District Recognized group or organization: Free

Student centered recreational Leagues/Community organizations: District requests a meaningful ‘in kind’ donation be given to the Otterville R-VI alumni association scholarship fund.

Individual/Adult recreational league: District requests a meaningful ‘in kind’ donation be given to the Otterville R-VI alumni association scholarship fund.

Non-Community Group: $500 dollars per day for use of gym or facilities. Additional hourly wage for staff as determined prior to event. Kitchen: Available by arrangement only.