

Dunklin R-5 School District
Facility Rental Packet Cover Letter
1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



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Herculaneum High School

Dr. Robert Bradshaw
Assistant Principal
Herculaneum High School

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Senn-Thomas Middle School

Kimberly House
Assistant Principal
Senn-Thomas Middle School
Pevely Elementary

Angela Helms
Principal
Pevely Elementary

Adam Dixon
Assistant Principal
Pevely Elementary

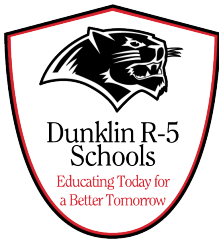
Tom Moreland
Director of Special Services

Christa Weber
Director
Taylor Early Childhood

To Whom It May Concern:

The Dunklin R-5 School District is pleased to know you are interested in renting a facility. Herein you will find the paperwork necessary to procure the facility for your event. It is important that you read and understand all materials contained in this packet. If you have questions regarding rules, pricing or scheduling, please contact Mrs. Judy Sobol at the high school office, jsobol@dunklin.k12.mo.us or 636-479-5200 ext. 4004. Please be sure to fill out and sign all forms. Return all forms along with an insurance certificate and deposit, details regarding both found within. Return of the proper paperwork does not guarantee approval of your request of a facility; Dunklin R-5 School District activities take priority over outside events, and the Dunklin R-5 School District reserves the right to restrict any and all rental applications and permits.

Thank you for your interest,
Dr. Robert W. Bradshaw
Activities Director



Dunklin R-5 School District
Facility Rental Packet Table of Contents and Checklist

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119

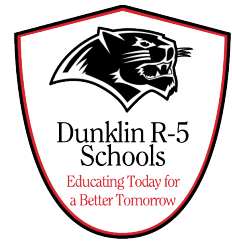


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Dunklin R-V Facility Rental Checklist:

- Complete and sign pages 3-7 of this packet
- Procure \$100 deposit check made payable to "Dunklin R-5 School District"
- Procure Insurance Certificate (details on page 4, point A.2)
- Complete the scheduling process electronically, through the Dunklin R-5 web site



Dunklin R-5 School District
Facility Rental Agreement

497 Joachim Avenue
Herculaneum, MO 63048
636-479-5200, ext. 4119



Beginning Date of Activity _____ Ending Date of Activity _____

We, _____, headed by, _____,
(Name of Group) (Person Responsible for Event)

agree to protect, indemnify, save, and keep harmless, the Dunklin R-5 School District, the School Board Directors, and all employees against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify, save, and keep harmless the above mentioned parties from any and all claims, costs, or expenses arising out of our use of the premises for _____, and comply with and perform all requirements and provisions agreed to and required by the Dunklin R-5 School District.
(Designated Activity)

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save, and keep harmless the Dunklin R-5 School District.

We also agree to pay for any damages to the premises or equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

We also agree to notify the Principal of the building or facility of any damages or hazardous conditions immediately, and to immediately discontinue use of the premises, until the condition can be corrected.

Non-School related groups must provide the Dunklin R-5 School District with proof of liability insurance in the form of a certificate of insurance naming the Dunklin R-5 School District as additional insured.

Name of Organization _____

Address of Organization _____

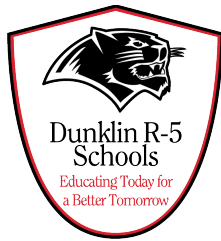
Person Responsible _____ Phone Number _____

Email Address _____

Address of Person Responsible _____

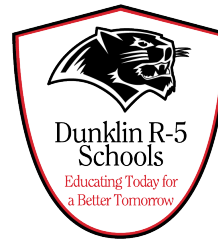
Signature of Person Responsible _____ Date _____

Signature of School Official _____ Date _____



Dunklin R-V School District Facility Rental Guidelines

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



1. Groups or individuals requesting use of a Dunklin R-5 facility will complete and submit the Application and Permit to the designated administrator prior to the requested date of facility use. This application must be accompanied with a security deposit check of \$100 made payable to the Dunklin R-5 School District. This will be refunded if no damages occur. A deposit of 100% of the fee (less initial deposit) will be required seven days prior to facility use. If the Dunklin R-5 District agrees to rent the facility, the designated administrator will approve the application and notify the applicant by e-mail. The District Facility Schedule will serve as the official reservation list of rental/use permits.

2. The Dunklin R-5 School District will require a minimum of \$500,000 Certificate of Insurance providing liability and property insurance for the tenants during the period of time they will be using the Dunklin R-5 Theatre. The certified copies of insurance will name the Dunklin R-5 School District as additional insured. Certificate of insurance must be attached to the Rental Application and Permit.

3. Groups or individuals utilizing the facility agree to be responsible for the supervision of the event, for the conduct of the parties present, for any damage which may result to said property, and for the observance of all regulations governing the use of the facility.

4. Rental fees incurred are payable upon receipt of invoice (presented the date of rental). Past due invoices shall incur interest of 1% per month until paid in full. Applicant agrees to pay reasonable costs of collection including attorney fees for all unpaid invoices.

5. If school is cancelled due to inclement weather, the facility rental will be cancelled.

6. Priority for facility usage will be given to Dunklin R-5 School district educational and/or activity programs.

7. In the case of severe weather, cancellations will be determined by the Superintendent of Schools for the Dunklin R-V School District or his/her designee.

8. Activities in the Dunklin R-5 facilities must be concluded by 9:30pm.

9. Depending on the facility and the sport season the facility will not be available for use until at least 5:30pm.

10. Dunklin R-5 gymnasiums will only be rented in 2 hour blocks 5:30pm-7:30pm and 7:30pm-9:30pm. Except on weekends.

11. Baseball teams cannot rent a gymnasium unless the team consists of 50% Dunklin R-5 students and a roster must be submitted with the Rental Application and Permit.

12. Baseball teams will only be allowed to rent the Taylor Gymnasium and must return the facility to the proper set-up.

13. The Activities Director can waive the rental fee for usage that involves organizations with at least 50% Dunklin R-5 students and a roster must be submitted with the Rental Application and Permit.

14. The Activities Director can waive the rental fee for usage that involves city/community events.

15. An event that invites the general public to attend at the facility (example- tournament, shootout or contest) will be required to pay the hourly custodial fee.

16. An event that requires the use of a kitchen will be required to pay the hourly cook fee.

17. If school is not in session, facilities will not be available without a custodial fee.

18. The scheduling process must be completed electronically.

Rules and Regulations of the Facilities

1. The responsible party shall inspect for damages prior to and following the agreed rental time and report damages immediately to the custodian on duty and e-mail jsobol@dunklin.k12.mo.us ASAP.

2. The responsible party shall inspect the area, clean up any trash and put any items they used back in the proper place.

3. The facility will be kept locked at all times and entrances shall not be propped open. All storage areas will be kept locked and will be opened only with prior approval.

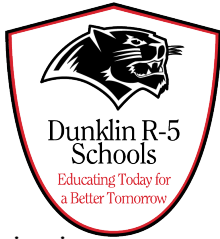
4. Facility rental does not include access to all areas of the buildings; the renting organization is responsible for the whereabouts of its members.

5. Equipment will not be provided by the Dunklin R-5 School District without prior consent.

6. Smoking is not permitted on any Dunklin R-V School District Campus.

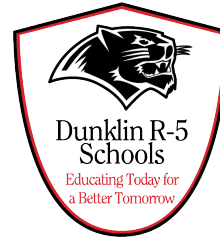
I have read and agree to abide by the guidelines set forth by the Dunklin R-5 School District.

Signature of Person Responsible for Event _____ Date _____



Dunklin R-5 School District
Facility Rental Application and Permit

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Name of Organization _____

Person responsible for event (must be over 21) _____

Purpose for which facility will be used _____

It is the responsibility of the person named above to inform all outside vendors (videographers, photographers, food vendors, etc.), that they must abide by all guidelines.

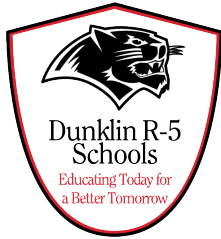
Please list any outside vendors to be in attendance at this event:

Date(s) and estimated time(s) being requested, including rehearsals and performances:

Date	Purpose	Open(am/pm)	Close(am/pm)

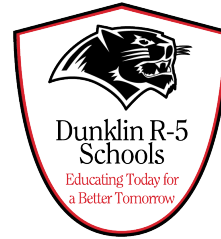
Equipment needed:

- _____ Projector _____ Internet Access (specify how many devices)
- _____ Podium _____ Tables
- _____ Screen _____ Laptop



Dunklin R-5 School District Facility Rental Estimation of Cost

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Name of Organization _____

Person responsible for event (must be over 21) _____

Date(s) and time(s) being requested:

Date	Open(am/pm)	Close(am/pm)	Total Hours for the day
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Assessment of Charges:

Usage:

Gym

Total Charge- \$60.00 for 2 hours/ Weekend charge- \$60.00 for 2 hours and \$10.00 for every additional hour

Field

Minimum Charge- \$60.00 for 1-3 hours

Classroom

Minimum Charge- \$30.00 for 1-3 hours and \$10 for every additional hour

Cafeteria

Total- \$60.00 for 1-3 hours and \$10 for every additional hour

Total Hours _____ + _____ X _____ = _____

Custodial:

Total Hours _____ x \$25.00 = _____

Cook:

Total Hours _____ x \$25.00 = _____

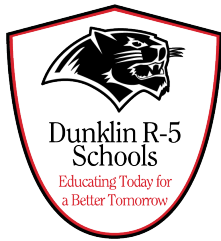
Security Deposit:

Will be refunded when the custodian _____ \$ 100.00 reports that all facilities were left clean and undamaged. Total Amount Due _____

I, _____, agree to pay the above amount in full to the Activities Secretary of Herculaneum High School seven days prior to the beginning of the event. I understand that failure to pay may result in denial of this rental agreement and/or future agreements. I understand that I may be charged additional fees if the actual usage times are longer than what is listed above.

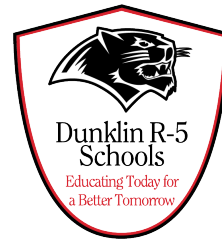
Signature of Person Responsible for Event _____ Date _____

To be completed by Secretary	
Accurate: _____ yes _____ no	Correction: _____ Initial: _____
Accurate: _____ yes _____ no	Correction: _____ Initial: _____
Accurate: _____ yes _____ no	Correction: _____ Initial: _____
Date Received: _____ Ck#: _____	Contact notified of corrected total on _____ by _____ via _____
Date Received: _____ Ck#: _____	



Dunklin R-5 School District
Facility Rental Deposit Return Form

1 Blackcat Drive
Herculaneum, MO 63048
636-479-5200, ext. 4119



Date(s) of Activity _____

Name of Organization _____

Person Responsible for Event (must be over 21) _____

Please check an option:

_____ Mail returned deposit check to Organization Mailing Address

_____ Shred deposit check

Areas Utilized: (Check all that apply)

_____ Field

_____ Gym

_____ Classroom

_____ Cafeteria/Kitchen

_____ HHS

_____ STMS

_____ PES

To be completed by Custodian

_____ All areas checked above were left clean and in order. No damage was observed.

_____ All areas checked above were not left clean and orderly. Description: _____

Custodian on Duty: _____ Printed Name _____ Signature _____ Date: _____

Cook on Duty: _____ Printed Name _____ Signature _____ Date: _____