



**BAYLESS SCHOOL DISTRICT**  
4530 Weber Road \* Saint Louis, Missouri 63123  
Phone: (314) 256-8600 \* Fax: (314) 544-6315

**COMMUNITY USE OF DISTRICT FACILITIES**  
(Application for Permission to Use District Facilities)

The Bayless School District permits the use of district facilities by individuals and groups as defined in policy KG and procedure KG-AP1. Applicants must supply all information requested on this form before the application can be processed. The completed application must be presented to the appropriate district personnel as least two weeks prior to the date requested for use. Fees, when applicable, must be paid one week prior to the date of requested use. (See Facilities Fees Schedule)

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

**Group/Individual Information**

Name of Group or Individual: \_\_\_\_\_

Group or Individual Is:  Governmental  
 Nonprofit  
 Other (Explain): \_\_\_\_\_

Board policy requires groups to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below. Individuals may sign for themselves if they are at least 21 years old.

Name: \_\_\_\_\_ of \_\_\_\_\_ Representative/Individual  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Use Request Information**

Type of Property Needed:

- Classroom       Gymnasium       Library       Hallway       Lobby/Atrium
- Cafeteria       Kitchen area       Playground       Auditorium \*       Athletic Fields\*

Name of District Site/Building: \_\_\_\_\_

Date of Requested Use: \_\_\_\_\_

Time Building or Space is Needed: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Start Time of the Event: \_\_\_\_\_

Description and Purpose of Use (Please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_ General Public Invited:  Yes  No

Do you intend to serve refreshments?  Yes  No

\*Additional Auditorium Use/Contract or Field Use Application needed

**Equipment**

Groups and individuals may use desks, chairs, and tables located in the room or facility designated for the individual's or group's use, but otherwise a permit to use district facilities does not give permission for an individual or group to use district equipment, such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards, or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed: \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_  
(Please attach a diagram if needed)

**Required Documentation**

Please return the following along with your completed application: Documentation demonstrating nonprofit status; Certificate of Insurance, and Indemnity and Hold Harmless Agreement (KG-AF4) along with any applicable fees and deposits. If requesting field use or auditorium use the following are required:

- Field Use (KG-AF5)
- Auditorium Use/Contract for Outside Groups (KG-AF3)

**Signature**

I agree to pay the applicable fee(s) for the use of district facilities including, but not limited to, any required security deposits, personnel costs, equipment rental fees and insurance costs.

I understand that district equipment cannot be removed from district property. I agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

\_\_\_\_\_  
Signature of Individual or Group Representative

\_\_\_\_\_  
Date

**For Office Use Only**

Request for use is:

Granted as requested on this application  Denied

Granted with the following alterations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the request is granted - Indicate personnel needed and number of hours needed:

\_\_\_\_ Supervisory Personnel      \_\_\_\_ Security Staff      \_\_\_\_ Food Service Staff  
\_\_\_\_ Custodians                      \_\_\_\_ Technicians                      \_\_\_\_ Other: \_\_\_\_\_

Indicate fees and required deposits:

\$ \_\_\_\_\_ Facility Use Fee  
\$ \_\_\_\_\_ Equipment Use Fee  
\$ \_\_\_\_\_ Personnel Costs  
\$ \_\_\_\_\_ Total Fee Due  
\$ \_\_\_\_\_ Security Deposit Required to Hold Date

**(Checks should be made payable to Bayless School District and mailed to Building Principal)**

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**(Users must have the signed copy of this approved request with them during facility use.)**

After Approval:

Original – Building Principal; Copy – Central Off. (2); Copy – Buildings and Grounds Dir.; Copy – Custodial Sup.; Copy - Applicant  
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