

Request is:

Tentative \*  \_\_\_\_\_

Confirmed  \_\_\_\_\_

Canceled  \_\_\_\_\_

\* If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled.

**FACILITY USE REQUEST**  
**PIKE COUNTY R-III (CLOPTON) SCHOOLS**

**Please return original to:**

Angela Henderson

28176 Hwy WW

Clarksville, Missouri 63336

573-242-3546 or 573-485-2488 Ext. 303

Fax 573-485-2393

[hendersonam@clopton.k12.mo.us](mailto:hendersonam@clopton.k12.mo.us)

Date Facility needed	Alt. date If facility is not available	Day of the week	Alt. Day of the week
Group/ sponsor			
Brief description of the requested facility use			
Use start time		Use end time	
If request is for a regular weekly/monthly time, please describe			
Location being requested		Room	
Rain plan/ alternate site		Estimated attendance	
Name, address & phone of primary contact person		Name, address & phone of secondary contact person	
Will your group need access to the building to decorate or set-up before the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?			
Admissions standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public			
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Will food be served? (special permission /requirements required) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
Is special room set-up required? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your needs:			
Will there be a need for custodial services after the event? (a separate charge/restrictions apply) <input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes, please describe:

Will outside equipment be delivered/picked up?

 Yes  No

If yes, please describe:

Is audiovisual equipment needed? (a separate charge may apply)

 Yes  No

If yes, please describe:

**GENERAL CONDITIONS FOR FACILITY USE**

User agrees that the property and facilities of Pike County R-III School District (Facility herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, sports fields, sidewalks, hallways and restrooms and other school property) shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the institution. Only areas approved to on this form are to be used.
2. Smoking is not permitted in any facility or on school grounds.
3. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
4. The use of profane language or illegal gambling in any form is not permitted in any facility.
5. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
6. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
7. User agrees to indemnify, defend and hold harmless Pike County R-III School District, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
8. **Special Events Coverage Requirements:** Accessible through [www.cloptonhawks.com](http://www.cloptonhawks.com) or via phone OneBeacon Insurance Group 800-507-8414. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use.
9. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
10. This Agreement may be modified only by the written agreement of the User and the institution.

Estimated rental charge	Estimated other fees
Amount of payment	Date of payment

1. Waivers must be signed by all primary and secondary contacts using the facility or admission is not allowed. It is the responsibility of the Primary Contact to fulfill this requirement.
2. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
3. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
4. Users of facilities will abide by the General Conditions.

\_\_\_\_\_  
Signature of Primary Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secondary Contact Person

\_\_\_\_\_  
Date

THIS FORM WILL BE REVIEWED TO DETERMINE IF THE FACILITY IS AVAILABLE AND THAT ALL DOCUMENTATION IS IN PLACE. OUR INTENT IS TO NOTIFY YOU WITHIN FIVE BUSINESS DAYS OF RECEIPT OF YOUR FORM.

THANK YOU FOR YOUR PATIENCE.

Approved by Pike County R-III (Clopton) Board of Education February 13, 2012  
Updated and approved February 13, 2017

**Note #8 above, regarding liability insurance requirements.**

This is a requirement for all facilities, properties, and events that fall under the umbrella of the Pike County R-III (Clopton) School District.