



APPLICATION FOR USE OF SCHOOL FACILITIES

Hancock Place School District
Central Office
9417 S Broadway
St. Louis, MO 63125
314-544-1300

FOR DISTRICT USE ONLY

Initial Approval of Application:

☐ Approved ☐ Declined

Signature: _____ Date: _____

Central Office Sign-off for Final Approval of Application:

☐ Approved ☐ Declined Invoice #: _____

Date(s) Insurance Requested: _____

Signature: _____ Date: _____

COMPLETE ENTIRE FORM AND RETURN TO LOCATION WHERE YOU ARE APPLYING FOR USAGE

- Application is not approved until you have received final confirmation from the Hancock Central Office. Applications may take up to two weeks to process.
- 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.
- Fees will be charged according to the Hancock Facility Fee Schedule.

Location: <input type="checkbox"/> Early Childhood Center <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School		Activity Type (please check one) <input type="checkbox"/> Meeting <input type="checkbox"/> Tournament/Meet <input type="checkbox"/> Practice <input type="checkbox"/> Fundraiser <input type="checkbox"/> Game <input type="checkbox"/> Special Event <input type="checkbox"/> Camp/Clinic <input type="checkbox"/> Other _____		Room(s) / Other Facilities Requested:	
Activity Date(s) (list each date requested individually – do not include a date range):		Estimated Number Attending:		Set Up Time: (Fees will begin at the start of set up time):	
Activity Start Time:		Activity End Time:			
Name of Organization/Group/Sponsor (hereinafter "User" or "Organization"):		Activity Title (User group must provide proof of insurance prior to event; refer to #7 under the General Conditions for Facility Use for details):			
Organization/Individual Responsible for Payment (please print or type): Name _____ Address _____ City _____ State _____ Zip _____ Primary Phone _____ Secondary Phone _____ E-Mail _____			Contact Person (please print or type): Name _____ Address _____ City _____ State _____ Zip _____ Primary Phone _____ Secondary Phone _____ E-Mail _____		
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 food be served? (special permission is required prior to activity) <input type="checkbox"/> Yes <input type="checkbox"/> No					
If user group/outside vendor is providing food, will you require use of a kitchen? (kitchen personnel fees will apply) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is audiovisual or audio equipment needed (subject to availability – a separate charge may apply)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:					
Do you anticipate guests with special needs/physical challenges that will need to be accommodated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:					
Will outside equipment be delivered and picked up? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:					
Will a fee be charged to individuals to participate in or attend this activity (registration, admission, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who will payment be made payable to (name of organization/person)? _____					

GENERAL CONDITIONS FOR FACILITY USE

1. User will comply with all State, federal, local and Hancock Place School District statutes, policies, regulations and ordinances, including but not limited to, all fire, safety, traffic, parking and public safety requirements ("Laws"). The property and facilities of Hancock Place School District ("Hancock") shall be used only for purposes that conform to, and in a manner consistent with, such Laws and only for the purposes as described herein. Organization shall comply with all directives from the Superintendent or his/her designee.
2. Smoking is not permitted in any facility. 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 use of profane language or gambling is not permitted in any facility.
3. A representative of the Organization must be present and supervising attendees at all times. The primary contact person listed on the application will be held responsible for the conduct of all attendees. Hancock reserves the right to terminate Organization's use at any time if said representatives determine, in their sole discretion, Organization's use is or will be unruly, dangerous, destructive, excessively loud or inappropriate for the facility.
4. No use of equipment shall be granted unless an instructor or attendant, approved by the District, is in charge of the rooms or equipment.
5. User shall be responsible for any damages to the facility caused by persons using the facility under this Agreement or otherwise arising from this Agreement.
6. Organization agrees to indemnify and hold harmless Hancock, the Board of Education and its directors, officers, administrators, employees and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against Hancock, the Board of Education or any of its directors, officers, administrators, employees or agents on account of or resulting from injury, or claim of injury, to person or property arising out of the Organization's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Organization. Organization further: (1) agrees that the Organization assumes all risk of loss, damage or injury to person or property arising from the Organization's use of the school premises described above; (2) releases Hancock, its Board of Education, directors, officers, administrators, employees and other agents, from any and all claims arising out of the use of school premises as described above by the Organization and agrees not to sue, and (3) agrees to pay any taxes incurred by Hancock arising from Organization's use of the facility.
7. User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, with a \$2,000,000 aggregate which names Hancock Place School District, the Board of Education, its directors, officers, administrators, employees and other agents as additional insured's, and complies with other requirements imposed by the Superintendent or his/her designee. Proof of insurance must be provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the Hancock Place School District can arrange for the procurement of special event insurance. Questions can be directed to the Central Office at 314-544-1300.
8. Failure to abide by terms of this Agreement may result in the immediate termination of the Agreement by the Hancock Place School District.
9. This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in St. Louis County, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in St. Louis County, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but St. Louis County, Missouri without the express written consent of Hancock.
10. This Agreement is the entire agreement, may be modified only by the written agreement of the User and Hancock Place School District and may not be assigned by the User.

CHARGES AND PAYMENT FOR USE/CANCELLATION

1. **An invoice will be sent to user group upon final approval of application and must be paid in full two weeks prior to activity start date or usage will be cancelled.** Checks can be made payable to HANCOCK PLACE SCHOOL DISTRICT and mailed to: Hancock Place School District, Attn: Central Office, 9417 S. Broadway, St. Louis, MO 63125.
2. Cancellations by the Organization must be in writing to the Central Office. A full refund will be given if cancellation is made more than two weeks prior to the facility use. A refund minus 20% cancellation fee will be given if cancellation is made less than two weeks prior to the facility use. No refund will be given if cancellation is less than one week prior to the facility use.
3. Hancock reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with this Agreement or the facility is needed for school activities. Hancock also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.

User hereby agrees to all of the above terms and conditions. The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this Agreement and bind the Organization hereto.

Printed or Typed Name

X

Signature

Date