



**Thank you for your interest in the rental of a Kansas City, Missouri School District Facility.
Please comply with the following instructions so we may process your application
expeditiously:**

1. Application for Use of Facilities

- A. Complete, sign and submit the facility use application (See next page). Use an additional sheet if necessary to legibly show dates and times.
- B. Application must arrive at the Community Use of Facilities Office, 800 E. 21st Street, Kansas City, Mo. 64108, at least fifteen (15) days prior to the date of the event.
- C. The Community Use of Facilities Office will then confirm the availability of the facility and contact the organization.

2. Deposit

- A. A twenty-five dollar (\$25.00) deposit must accompany each application. The deposit will be deducted from the total cost of each application.

3. Insurance

- A. Proof of insurance, "General Liability" is required in the amount of one million dollars (\$1,000,000) per occurrence.
- B. KCMSD requires to be named as the "Additional Insured" on the insurance policy.
- C. The organization must sign a "Hold Harmless Agreement."

4. Non-Profit Organizations

- A. Non-profit organizations will provide evidence of non-profit status.

5. Payment of Fees

- A. Full payment of fees shall be made five (5) working days prior to the scheduled event.
- B. The application will be canceled and a final permit to use the facility will not be issued if fees are not paid on time. The twenty-five dollar (\$25) deposit will not be refunded.
- C. Payment is to be paid by cashier's check, certified check or money order only. Make check payable to the Kansas City, Missouri School District. Cash or personal checks will not be accepted.
- D. After all fees have been collected, the Community Use of Facilities Office will issue a facilities use permit. The organization and the Community Use of Facilities Office will retain a copy of the signed permit.

**All questions should be directed to the Community Use of Facilities Office, (816) 418-8210
between 9 a.m. and 3p.m., Monday through Friday.**

**The School District of Kansas City, Missouri
Application For Use Of Facilities**

Return To: Community Use Of Facilities
800 East 21st Street
Kansas City, Missouri 64108
781-233-3333

Prestamped Application # _____

Date of Application

Print or Type

I. The _____
School/Department

Through its authorized Agent: _____
Name Title

Street Address City/State Zip Code Telephone #

hereby makes application for use of the following facility. List all applicable areas:

Dates and times requested are as follows: _____ (Includes Set-up time and take-down time)
(Use an attachment if necessary) Time facility to be opened: _____

_____ Time facility to be closed: _____
_____ Time of Event: _____

State nature of use, title of performance, names of speakers, as appropriate. (Describe fully)

Number of attendees _____ Admission Fee \$ _____ Tickets on Sale at _____

Are contributions, collections, dues, registration fees or other donations to be received?

Yes No Amount per attendee \$ _____ Estimated Total \$ _____

Addendum Indemnification Agreement read and signed? Yes No

Hold Harmless Agreement read and signed? Yes No

Signature of Applicant/Organization's Agent

II. School or Site Approval: _____

Food Service Approval: _____

Athletic Director's Approval: _____

DISTRICT USE ONLY

III. Service Costs

Security	\$ _____	Cost to be Charged to School/Department?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Custodian	\$ _____	Requisition Received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Technician	\$ _____	Account Code to be Charged:	_____	
Food Service	\$ _____	Payment Deadline:	_____	
TOTAL	\$ _____	Approved:	_____	

Signature

Date