



# Mehlvilleville School District

*Individually Focused. Committed to All.*

## Facility Use Guidelines

All forms must be completed and required documents attached to the application when submitted to the building office. Applications missing attachments will not be processed and will be returned to the applicant.

***PLEASE READ THE INFORMATION PROVIDED BELOW***

### **APPLICATION PROCESS**

1. Application packets may be found in all buildings.
2. **Completed application forms must be returned to the facility/school where you are applying, along with the following:**
  - a. Application
  - b. Certificate of Liability Insurance naming Mehlville School District as additional insured
  - c. If applicable; District Junior Athletic Teams Application or District-Recognized Athletic Feeder Leagues/Teams/Clubs Application
  - d. Deposit check for Groups B, C, and Turf
3. Routing:
  - a. Building Administrator will tentatively approve/disapprove requests pending Central Office review
  - b. Central Office Review – if authorized then notice will be sent to the primary contact's email
  - c. Priority will be given to District events, teams, student clubs, and parent organizations.

### **ACTIVITIES ARE NOT PERMITTED**

- Athletic events that use equipment that could damage the facility
- Events that involve the use of toxic, flammable or other dangerous materials
- Anything illegal/illicit or inappropriate on school premises
- Activities involving animals (except assist dog)
- Activities that involve use of District kitchens without prior approval from the Director of Food Service
- Activities that are not permitted in the student handbook or District Policy manual
- Other activities that the District deems are not in the best interest of the District

### **GENERAL INFORMATION**

***In the event of weather related school cancellation all events will be cancelled.***

- **The high schools and middle schools are not available before 4:30 pm and the elementary schools are not available before 5:30 pm when school is in session.**
- **All buildings close at 9:00 PM Monday – Friday**
- **All buildings are closed for rental during published holidays unless prior approval has been given.**
- Event sponsors are responsible for all participants, including guests and others that may be in the building. Groups are to stay in the area applied for. Do not let participants/guests walk the halls or wander around the building
- If your event involves set up of special equipment please include sufficient time for this when requesting your start time to ensure you do not interfere with another group
- It is at the discretion of the District to determine if Security is needed for an event.

- District policy requires an employee from the food service department to be present any time District kitchens are used, open or in any other way utilized
- Groups using the District outdoor facilities, including fields, are responsible for any damage or other expenses. Outdoor facility use is at the discretion of the District and can be cancelled with little or no notice
- Any cost due to damage, vandalism or other unknown costs will be the responsibility of the group

**GYMNASIUM INFORMATION**

- **No food or drink** may be served in the gymnasium at any time
- Gym shoes **MUST** be worn by those participating in indoor activities in the gymnasium
- Only futsal balls or soft, sponge type, balls are allowed in the gym for practice

**SMOKING IS NOT PERMITTED ON ANY DISTRICT PROPERTY**

**Rental Times**

| <b>Building</b>                              | <b>School Days</b>     | <b>Non-School Days</b> |
|--|------------------------|------------------------|
| Mehlville School District High Schools       | 4:30 p.m. to 9:00 p.m. | 6:00 a.m. to 9:00 p.m. |
| Mehlville School District Middle Schools     | 4:30 p.m. to 9:00 p.m. | 6:00 a.m. to 9:00 p.m. |
| Mehlville School District Elementary Schools | 5:30 p.m. to 9:00 p.m. | 6:00 a.m. to 9:00 p.m. |

Facilities are available to rent on school days and non-school days per the schedule above. District sponsored activities take precedence over rentals. District facilities are closed for rental during when school has been closed for weather. Buildings are available during holiday breaks at the discretion of the superintendent or designee.

**Charges and Fees**

User groups, for purposes of determining charges, fees and priority for use are defined below

**Group A**

Not-for-profit, parent-run organizations whose primary mission is to support the Mehlville School District, or subdivision thereof. Mehlville-Oakville Foundation, Mehlville-Oakville Alumni Association. Boy Scouts/Girl Scouts. South County Chamber of Commerce. Affton-Lemay Chamber of Commerce. St. Louis County Government entities. State and Federal Government entities. Mehlville Fire Protection District. District Junior Athletic Teams.

**Group B**

District-recognized athletic feeder leagues/teams/clubs. Churches, Synagogues, and Mosques located within the Mehlville School District boundaries. Home-owner associations located within the Mehlville School District boundaries. Civic/Service organizations.

**Group C**

Individuals, groups, and organizations other than those listed in Groups A or B

**Refundable Deposit**

|         |                           |
|---------|---------------------------|
| Group A | \$0.00 Deposit            |
| Group B | \$100.00/Rental Agreement |
| Group C | \$500.00/Rental Agreement |
| Turf    | \$1,000/Rental Agreement  |

**Deposits are not applicable to rentals and fees. Refunds are based on the condition of the facility upon rental conclusion.**