

**Newburg R-II School District
Facilities Use Request**

Name of Group: _____ Date of Request: _____

Purpose of Request: _____

Primary Contact Name: _____

Primary Contact Phone Number: _____

Primary Contact Email: _____

Date(s) and Time(s) Requested for Reservation: _____

Which facility is being requested?

New Gym

Little Gym

Playground

Ball Field

Cafeteria

Ag Building

Other: _____

Do you need a fob or other keys for the event: _____

Will your group need access to the facility prior to the time/date of the event? Yes___ No___

Please describe: _____

Will food be served? (special permission required) Yes___ No___

If Yes, please describe: _____

Will outside equipment be delivered/set up? Yes___ No___

If yes, please describe: _____

Please describe any other needs for the event, setup, and/or clean up? _____

OFFICE USE ONLY

Approval issued by: _____

Date of Approval: _____

Fob Issued: YES / NO Fob Returned Date: _____

Key(s) Issued: _____ Key(s) Returned Date: _____

Comments: _____

Newburg Facilities Use Agreement

Please Return To:

*Newburg Central Office
701 Wolf Pride Drive, PO Box C
Newburg, Mo 65550
573.762.9653*

Steps to Reserve the Newburg R-II Facilities:

1. Check district calendar located on the school website for availability of desired dates: newburg.k12.mo.us
2. Complete all necessary paperwork required to reserve Newburg R-II facilities at least 2 weeks prior to the event.
3. Turn in a paper copy of all necessary forms to the high school office.
4. After receiving a confirmation email and form, pick up the key fob and other necessary keys at Newburg Central Office between 8am and 4pm Tuesday - Friday, when school is in session. ***Note: Confirmation form must be presented at the time of fob/key pick up.***

General Conditions for Facility Use

User agrees that the property and facilities of Newburg R-II Schools shall be used only for the 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.
2. Smoking is not permitted in the facility.
3. The sale, consumption, or possession of alcoholic beverages shall not be permitted at any time, nor shall any person who is in a drunken or intoxicated condition, or who is under the influence be permitted on the premises. The primary contact person on the request will be held responsible for the enforcement of this rule.
4. The use of profane language or 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. At no time will the weight room be available for use by outside groups.
6. User agrees to be responsible for any damage(s) to the facility and/or property, or injury to other persons using the facility under this agreement.
7. User agrees to indemnify, defend and hold harmless Newburg R-II Schools, its Board of Education, administrators, employees, agents, and volunteers from any and all claims, suits, actions, and liability arising or alleged to arise out of injuries or damage sustained by any persons as a result of use of the facility under this agreement, notwithstanding the negligence of the institution, its Board of Education, administrators, employees, agents, and volunteers.

8. Failure to abide by the terms of this agreement may result in immediate termination of the agreement by the institution.
9. The User agrees to leave all facilities in which they used, clean, with all trash removed and placed in the dumpsters provided outside the facility.
10. The agreement may be modified only by written agreement of the User and the Institution.
11. An adult aged 21 or over must accompany all individuals under age 21. At no time are individuals under age 21 allowed to use district facilities without supervision.

Signature of Primary Contact Person

Date

Printed Name of Primary Contract Person