



**BOARD OF EDUCATION OF THE CITY OF ST. LOUIS**  
**Application for Use of School Premises**  
 Operations Department

*USE BALLPOINT PEN OR TYPEWRITER*  
*APPROVED COPY WILL BE EMAILED TO YOU*

Date \_\_\_\_\_

Name of Individual or Organization \_\_\_\_\_

Name of school to be used \_\_\_\_\_ Space desired \_\_\_\_\_

Date(s) desired \_\_\_\_\_

Day(s) of week \_\_\_\_\_ Hours of day \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Number of date(s) covered by this request \_\_\_\_\_

Names, addresses and telephone numbers of at least two persons other than applicant who will be in charge of meeting.

(Name) _____	(Address) _____	(Telephone #) _____	(Cell #) _____
--------------	-----------------	---------------------	----------------

(Name) _____	(Address) _____	(Telephone #) _____	(Cell #) _____
--------------	-----------------	---------------------	----------------

Nature and Purpose of meeting \_\_\_\_\_

Will there be an admission fee?     Yes     No                      If so, how much? \_\_\_\_\_

Do you intend to serve refreshment?    Yes     No                      If so, what type? \_\_\_\_\_

Number of Custodians Needed: \_\_\_\_\_

**During the undersigned's use of the premises, the undersigned agrees: 1) to be responsible for: a) supervision of the activity, b) for the conduct of all persons present, c) for any and all injury or damage, which may result to person or school property, and d) for the observance of the rules governing the use of school premises by all persons present; and 2) to ensure that no alcohol or firearms will be allowed on the premises. In addition, the undersigned individual and organization releases the Board of Education and its agents and employees from any and all claims and liability incurred by any of them in connection with the use of the premises and agrees to indemnify and hold the Board of Education and its employees harmless for any and all monetary damages sustained in connection with use of the premises including attorney's fees and costs. Please be advised that it is impermissible to charge for parking during your event without the written consent of the Building Commissioner. Violations of this rule will void your approved building usage permit.**

Applications should be filed in the office of the Commissioner of School Buildings (801 North 11<sup>th</sup> Street) **at least TEN SCHOOL DAYS BEFORE the first event and/or meeting.** Organizations not directly connected with school programs are subject to charges for the use of school premises. Required payments shall be in the form of money orders or certified check made payable to the Board of Education of St. Louis. St. Louis Public School District reserves the right to cancel this reservation at any time, without cause or penalty. St. Louis Public School District also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.

Signature of Applicant \_\_\_\_\_ Print name \_\_\_\_\_

Name of Organization \_\_\_\_\_ Address \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ St. Louis, Mo. – (Zip Code) \_\_\_\_\_

Cellular Number \_\_\_\_\_ E-mail \_\_\_\_\_

(Applicant is not to write in this space)

APPROVED \_\_\_\_\_  
 Chief DeAndre Davis, Director of Safety & Security

APPROVED \_\_\_\_\_  
 Principal of School

DATE \_\_\_\_\_

APPROVED \_\_\_\_\_  
 Square Watson, Deputy Superintendent of Operations

Number of Security Officers Required \_\_\_\_\_  
 (To be paid separately)

DATE \_\_\_\_\_

CHARGES:  
 For Use of Space and/or Building and Custodial Fees \$ \_\_\_\_\_