



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 #) _____
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(Name) _____	(Address) _____	(Telephone #) _____	(Cell #) _____
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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 11th 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 _____
 Col. Lisa Taylor, Director of Security

APPROVED _____
 Principal of School

DATE _____

APPROVED _____
 Roger CayCe, 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 \$ _____