

**KNOB NOSTER R-VIII SCHOOL DISTRICT**  
**Request for Use of School Building or Equipment by School/Non-School Group**

The Knob Noster R-VIII Board of Education Policies and Regulations hold all users of buildings and or equipment liable for any/all damages. The District's sovereign immunity and official immunity defenses remain intact (the purchase of insurance by the outside group does not abrogate the school's immunity defenses).

**Request for Building and/or Equipment**

Organization \_\_\_\_\_ Date \_\_\_\_\_  
 Building (include area and/or equipment requested) \_\_\_\_\_

Purpose of meeting/event \_\_\_\_\_

Date requested \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Custodial or other staff needed \_\_\_\_\_

Special equipment needed or other concerns \_\_\_\_\_

All liability forms signed and returned? Yes \_\_\_\_\_ No \_\_\_\_\_ (cannot be approved until all liability forms are returned)

Printed Name of Organization Representative \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

**To Be Filled Out by KNSD**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Supt. Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments or limitations \_\_\_\_\_

Staff member assigned \_\_\_\_\_

Deposit for staff member services \_\_\_\_\_ Date paid \_\_\_\_\_

Fee for building use \_\_\_\_\_ Date paid \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Date paid \_\_\_\_\_

Fee Schedule	KNE/WE Elementary	Middle School	Senior High	Ballfields/Lights
Gymnasium	\$75.00	\$100.00	\$100.00	
Football Field			\$200.00	
Baseball Field				\$250.00/\$350.00
Softball Field				\$250.00/\$350.00
Cafeteria (w/kitchen)	\$30.00/50.00	\$30.00/50.00	\$30.00/50.00	
FACS Room		\$25.00	\$25.00	
Classroom	\$10.00	\$10.00	\$10.00	
Conference Room	\$20.00			

Custodial fees/all buildings \$25/hr. Damage deposit \$100

Use of both baseball and softball fields on the same day - \$400 (reduced from \$500)

Copy to: Requesting Organization, District Office, Building Principal