

**COMMUNITY/NONDISTRICT AFFILIATED USE OF DISTRICT FACILITIES**  
***(Application for Authorization to Use District Facilities)***

Board policy permits the use of district facilities by governmental entities or nonprofit community groups.

Applicants must supply all information requested on this form before the application can be processed. The completed application must be sent via e-mail to the district activities office ([dstuermann@ofsd.k12.mo.us](mailto:dstuermann@ofsd.k12.mo.us)) two weeks prior to facility usage. Additional instructions for online calendar requests can be found on the Activities webpage. Fees, when applicable, must be paid one week prior to the first date of requested use. At any time, if the school district is made aware that information has been withheld, the right to the facility usage will be revoked. If necessary, any change/addition can be made to the application after it has been processed.

Date of Application: 6-24-25

Name of Group or Entity: 4th Grade Eagles Soccer

Group or Entity Is: ☐ Governmental  
☐ Nonprofit  
☒ Other (Explain): sports team

Board policy requires the group/entity to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below:

Name of Representative: Brittany Cummins

Address: 3504 Harbor Crossing Dr.

Cell Number: 314-703-3683 Work Number: \_\_\_\_\_

E-mail Address (Home): brittany.mason13@gmail.com Work: \_\_\_\_\_

**Required Documentation**

Please provide the following documents with this application (if applicable):

- ☐ IRS letter verifying nonprofit status.
- ☐ Proof of insurance of special group.
- ☐ If proof of insurance is not provided, an indemnity and hold harmless agreement that can be found on the Activities page of the district website must be provided for every member.
- ☒ A list of any/all possible members' names of the group/team/troop that may use the facility.

FILE: KG-AF  
Critical

I, and the group/entity I represent, agree to pay the applicable fee(s) for the use of the district facilities including, but not limited to, any personnel costs, equipment usage costs and insurance costs.

I, and the group/entity I represent, understand that district equipment cannot be removed from district property. I, and the group/entity I represent, agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I, and the group/entity I represent, agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

<i>Brittany Cummins</i>	6-24-25
Signature as Individual and Representative of Group or Entity	Date

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 07/15/2003

Revised: 06/19/2012

Orchard Farm R-V School District, St. Charles, Missouri