



THE SCHOOL DISTRICT OF
UNIVERSITY CITY
Transform the Life of Every Student Every Day!

Building Use Permit Packet 2023-2024

Office of Operations 314-290-4044

The attached documents define the procedure for building use and provide necessary forms that must be completed when using buildings within the School District of University City.

This packet consists of the following:

1. Administrative Procedure KG-AP1 – Community use of District Facilities
2. Use of Building Permit
3. Facility Rental Fee Rate Schedule
4. Agreement to Indemnify and Hold Harmless- Group or Organization
5. Agreement to Indemnify and Hold Harmless- Athletic Teams and Organizations

Administrative procedure KG-AP1 specifies the requirements and procedures for building use. The Use of Building Permit must be completed in its entirety. The Facility Rental Fee Rate Schedule states the fees that will be charged for building use based on the classifications defined in KG-AP1. The Agreement to Indemnify and Hold Harmless or a Certificate of Insurance will be required for building use. The Office of Operations will determine and communicate whether an applicant for building use will need to provide a Certificate of Insurance or the Agreement to Indemnify and Hold Harmless.

As stated in Administrative procedure KG-AP1, no Use of Building Permit is approved until all paperwork has been submitted to the Office of Operations and all applicable fees have been paid. If you have any questions regarding building use procedures, please call the Office of Operations at (314) 290-4044.