

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6 FACILITY USE

The facility use procedure has been developed to provide building administrators, involved in the approval of District facility use, the guidelines and forms to ensure that all necessary information is gathered for approval of an outside organization or group to use District facilities.

1. **Complete Application for use of District Facilities** – The following application must be completed in its entirety and signed by the organization or individual wishing to utilize District facilities. The information will assist the District in determining if the organization or individual may be approved for District facility use, including the dates and time of the event to be held, and adequate insurance coverage and liability protections. **The submitted application will be emailed to the listed representative following district review. This will be considered notice of approval or denial.**

2. **Review Facility Information**
 - a. **General Guidelines** – This is the general information that anyone desiring to use District facilities should be made aware of, and understand, before approval to use of District facilities is made. It contains rules and regulations, procedures for scheduling, as well as insurance and liability information.
 - b. **Review Pricing and Terms** - There are three different categories that an organization or individual will be categorized as for purposes of facility use. Group I, Group II, or Group III status. Pricing according to Group status is determined and agreed upon.
 - c. **Facility Use Agreement** – After reviewing the Facility Information the representative of the organization or individual must sign, agreeing with the General Guidelines, Pricing, and Terms.

3. **Hold Harmless Agreement** – This agreement is completed by the organization or individual to provide documentation that all liability will be assumed by the organization or individual and not the District.

4. **Certificate of Insurance** – The organization or individual interested in using District facilities must provide a certificate of insurance unless waived by the Superintendent of Schools. It proves that adequate insurance limits are in place for the organization or individual to be able to assume all liability for use of District facilities and provides protection for the District.
 - a. **Additional Named Insured** – When the organization or individual requests a certificate of insurance they must also request that the District be named as an additional insured on the organization's or individual's liability insurance policy. This provides an additional liability protection for the District and the District is less likely to be held liable in the event of a claim.

5. **Checklist for Facility Use** – Once all information is completed, this checklist is used to verify that all necessary documentation has been gathered and signed, before sending to the Superintendent/Board of Education for approval.

UPDATED: 10/19/2015

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6
APPLICATION FOR USE OF DISTRICT FACILITIES

INSTRUCTIONS: This form is to be completed, signed, and returned to the appropriate building administrator. The District will review your request and if approved you will be notified for facility use. A certificate of insurance including the District as an "Additional Named Insured", signed Hold Harmless Agreement, and signed Facility Use Agreement must be returned with this application before approval will be considered.

1. NAME OF ORGANIZATION: _____

2. NAME OF REPRESENTATIVE: _____

3. REPRESENTATIVE'S EMAIL(required): _____

4. TYPE/PURPOSE OF EVENT:

5. FACILITY APPLYING FOR: _____

6. DATE & TIME PREFERRED:

1st Choice

2nd Choice

3rd Choice

7. EXPECTED DURATION OF EVENT (Include set up and clean up time) _____

8. IS THIS A SCHOOL RELATED EVENT _____ OR OTHER OUTSIDE EVENT _____

9. ANTICIPATED NUMBER ATTENDING: _____

10. ADMISSION PRICE: _____

11. LIST ANY ITEMS YOU WILL BE BRINGING IN:

12. ARE CUSTODIAL SERVICES OR COOK SUPERVISION NEEDED _____ Yes _____ No

13. NAME OF CURRENT INSURANCE CARRIER: _____

14. CURRENT LIMITS CARRIED: _____

By signing below, I am authorized to act on this request for the organization named above. I understand that granting of this request does not constitute recognition of such organization as a District affiliated group and the group or organization will not represent itself or any of its activities as affiliated with the District.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

Applicant Signature

Date

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6

FACILITY INFORMATION

GENERAL GUIDELINES

As a service to the community, it is the interest of Staunton Community Unit School District #6 (hereby referred to as the District) to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the District. The use of District facilities for school purposes will have precedence over all other uses.

Facilities will only be used/rented to organizations outside of the District if there is a current certificate of insurance, unless waived by the Superintendent of Schools, hold harmless agreement and application on file with the District.

Rules and Regulations

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities. The organization or individual must have adequate adult supervision to ensure proper care of and use of District facilities. A responsible adult representative of the organization using the facility shall be present at all times.

At no time shall an organization permit the use of tobacco products, alcohol, firearms, or open flames on school grounds.

School facilities should only be used for their intended purpose. Organizations or individuals not directly associated with the District must have a school employee in attendance at all times unless waived by the Superintendent of Schools. If a Unit #6 employee is not available or willing to volunteer his/her time to be on the premises, the district will attempt to employ personnel to be present and will bill the organization to cover salary and benefits of the supervising employee.

If custodial services are required the Organizations or Individuals will be billed to cover the salary and benefits. If a Unit #6 employee is not available or willing to volunteer his/her time to be on the premises, the district will attempt to employ personnel to be present and will bill the organization to cover salary and benefits of the supervising employee.

If Kitchen facilities are utilized District Kitchen personnel must be present unless waived by the superintendent. The Organizations or Individuals will be billed to cover the salary and benefits of supervising staff.

The said "Organization" shall pay for and reimburse said District all damage or injury to school property of said District occurring during its use of premises, ordinary wear and tear expected.

The said "Organization" assumes the sole responsibility for any and all accidents or injuries to persons or property while said premises are used by it as aforesaid.

No firearms may be discharged within the confines of any school building within the District. All sound of firearms for plays, productions, etc., must be produced via sound effects, such as a tape recording, records, striking wood, etc.

If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the locations of first aid equipment and any AED.
- Ensure that only trained AED users operated an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are complete (4:170-E6, *Automatic External Defibrillator Incident Report*). _____ *Initial here.*

Organizations or individuals using District facilities are expected to adhere to all District policies. Failure to do so could result in cancellation of facility use privileges.

Procedure For Scheduling

Application for the use of school facilities should be made to the Building Principal's office at least Fourteen (14) days before the scheduled event, or in the case of an emergency would be based on availability.

Approval to use District facilities will be granted by the Superintendent in keeping with District policies and regulations.

Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Staunton Community Unit School District #6 as an additional insured for the period of time that the organization or individual will be using the District's facilities, as well as sign the District's Hold Harmless Agreement. All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

PRICING AND TERMS

Group I: Not-For-Profits (Student Affiliated):

Organizations may request Group I status by submitting a written request to the Superintendent. The Superintendent may establish charges or provide District facilities at no charge for Group I organizations taking into consideration the services provided to District students and the costs to the District. (i.e. student groups, school related organizations and local government)

Group II: Community Organizations (Non-Student Affiliated): \$25 for up to three hours use in addition to stipulations in Rules and Regulations Section

1. Civic Organizations
2. Religious Organizations
3. Fraternal Organizations
4. Independent Sports Groups (basketball, volleyball, etc.)

Group III: Commercial and Political Activities (District Resident): \$500 for up to three hours use in addition to stipulations in Rules and Regulations Section

1. Political party organizations
2. Business firms or private individuals (Local residents for at least one year and/or recognized)

The Superintendent and/or Building Principal under any circumstances have the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interests of the school or community.

All fees must be paid within ten (10) days of the billing date. Failure to pay will jeopardize future rental. In certain cases the Superintendent may request payment at the time of contract.

If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%.

Group Status: _____ Total Cost: _____

FACILITY USE AGREEMENT

On behalf of _____ (Organization Name), I have read, understand, and agree to comply with District policy relating to the use of District facilities. I have read and understand the facility use information and agree to comply with the rules and regulations contained therein, and I have been made aware of all costs associated with m use of the facilities. I am authorized to agree on behalf of my organization.

Signature

Date

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6

HOLD HARMLESS AGREEMENT AND GENERAL RELEASE FOR USE OF DISTRICT FACILITIES

Agreement made this _____ day of _____, 20____, by and between Staunton Community Unit School #6 and,

(hereby known as "Lessee") as follows:

For and in consideration of the use of Staunton Community Unit School District #6 (hereby referred to as the District) facilities on _____, 20____, Lessee does hereby discharge and fully release the District from any and all damages, injuries, causes of action and liability arising out of the use of the District including but not limited to, all claims or injuries received or which may at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee or by any guest of Lessee.

Further, the Lessee does hereby covenant and agree with the District to hold the said District free and harmless from any and all damages, claims, injuries, or causes of action, to which Lessee or any person affiliated with Lessee, including but not limited to any person employed, contracted or associated by agreement or any other manner with Lessee, or any guest of Lessee, may be entitled as a result of the use of the District facilities on said date.

Further, the Lessee does hereby covenant and agree with the District to fully defend, at Lessee's expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee or any person affiliated with Lessee, including but not limited to any person employed, contracted or associated by agreement or any other manner with Lessee, or any guest of Lessee, as a result of the use of the District facilities on said date.

Further, the Lessee does hereby covenant and agree with the District to fully pay and reimburse the District for any and all damage to the District facilities resulting from Lessee or any person affiliated with Lessee, including but not limited to any person employed, contracted or associated by agreement or any other manner with Lessee, or any guest of Lessee, using said facilities on said date.

Staunton Community Unit School
District #6

By _____
Principal

Approved:

Superintendent

Lessee

By _____

**STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6
CHECKLIST FOR FACILITY USE**

The following items must be completed and turned into the District before any approval for District facility use will be considered. Please ensure that all items are check marked.

- Facility Use Application
- Certificate of Insurance – Naming the District as an Additional Insured unless Waived by the Superintendent of Schools
- Signed Hold Harmless Agreement
- Signed Facility Use Agreement

The following must be completed after the approval or denial of the group or individual for use of District facilities and filed.

Please check one: _____ Approved _____ Denied

Additional information regarding approval/denial of application:

By: _____
Name & Title

_____ Date