

# Application and Procedure for Use of School Facilities

\_\_\_\_\_  
Name of Organization / Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

I, \_\_\_\_\_ wish to use the following school facilities **(Please Circle One):** North Boone High School,

Print Name of Responsible person

North Boone Middle School, North Boone Upper Elementary, Capron Elementary, Poplar Grove Elementary, or Manchester Elementary

Room(s)/Area: \_\_\_\_\_ Day(s)/Date(s): \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

We wish entrance to the building at \_\_\_\_\_ (time) and expect to vacate at \_\_\_\_\_ (time).

Approximate Attendance Expected \_\_\_\_\_. AED Trained Person \_\_\_\_\_ (attach proof of certification)

We would require use of the following and understand that other school equipment may not be available to us unless reserved at this time (CHECK ITEMS):

Piano     P.A. System     Speaker's Stand     Table(s) No. \_\_\_\_\_     Chair(s) No. \_\_\_\_\_

Additional Requests and/or Comments: \_\_\_\_\_

It is understood that District 200 school activities have preference over outside activities in using the school buildings, and also that the buildings are available by special arrangement only. If this application is approved, we agree:

1. To hold community District 200 harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.
2. A certificate of insurance (Public Liability and Property Damage) in the amounts of \$1M / \$1M to guarantee payment of any claims for injuries or damages to persons or property occurring during use of the premises may be required from the applicant to the principal prior to use of the facilities.
3. The responsible party will be charged a fee for any damage to school property, as well as a fee for custodial time if the facilities are left unclean.
4. Not to permit the selling, giving or drinking of any alcoholic beverages on the school premises.
5. The use of school facilities is not available between midnight and 6:00 A.M.
6. To reach an agreement with school officials regarding the sale of food or any other commodity, as well as the free distribution or sale of literature.
7. To confine the attending group solely to the area approved for rental use.
8. To observe the agreed-upon date(s) and time limit(s) in the agreement.
9. **There will be NO SMOKING IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY.**
10. If applicable, to return building key/key fob the next business day.
11. That failure to follow any of the above may result in immediate/future loss of use of school facilities. The District reserves the right to cancel any permit at any time.

**The District Office is responsible for determining total charges. All payments must be made to the District Office a minimum of fourteen days prior to the first scheduled event. Proof of insurance must also be provided at this time.**

**Checks are to be made payable to: North Boone CUSD #200**

**SPACE BELOW FOR SCHOOL OFFICIAL USE ONLY**

**THIS APPLICATION FOR THE 20\_\_ - 20\_\_ SCHOOL YEAR AS DATED IS APPROVED / NOT APPROVED.**

Charges are: Rental \_\_\_\_\_; Custodial \_\_\_\_\_; Other \_\_\_\_\_; Total \_\_\_\_\_ Deposit Required: \_\_\_\_ Yes \_\_\_\_ No  
(Additional charges may be billed for additional time and use)

\_\_\_\_\_  
Signature of the Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

North Boone Community Unit School District 200

Community Relations, Exhibit – Application and Procedures for Use of School Facilities – Reviewed: 3/2/09 / 7/1/13 / 4/23/14

8:20-E

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## Release and Waiver of Liability

I, \_\_\_\_\_, hereby acknowledge that I have voluntarily entered into this Agreement for the purpose of being permitted to enter and utilize the facilities and equipment located on the property owned and operated by School District 200 (hereinafter referred to as "School District") in order to engage in physical exercise activities. These physical exercise activities include but are not limited to walking and/or jogging as well as lifting weights or utilizing other exercise equipment located within the School District whether such activities are participated in directly or indirectly. I further understand that all references to the School district contained herein shall include the School District's officers, servants, agents and employees, as well as the Board of Education, the Regional Board of School Trustees, and their members, officers, employees and agents. All such entities and individuals shall be afforded the benefit and protections of this Agreement.

I understand that engaging in physical exercise involves a degree of risk. I am cognizant of these risks and I represent that I am fully capable of engaging in physical exercise and willingly assume the risk of injury as my responsibility for various injuries related to or arising out of my physical exercise activities performed at the School District. I agree to have present at all times a person trained on the AED, if using a gym for sports activities. I further acknowledge that the School District shall not be liable for any damages arising from or connected to my use of the School District's facilities and equipment for the purpose of engaging in physical exercise. I further acknowledge that this Agreement shall be effective against any claimed injuries and/or damages whether or not I was engaging in physical activity at the time of said injury or damage.

In consideration of the permission extended to me by the School District to enter its property and utilize its facilities and equipment for the purpose of engaging in physical exercise, I hereby fully and forever release and discharge the School District from any liability to me, my personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any and all claims demands, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, in any way resulting from personal injury or property damage sustained by me arising out of or related to my use or intended use of the School District's facilities and equipment for the purposes stated above whether caused by the School District's negligence, my negligence or any other kind.

I further agree not to sue, claim against, attach the property of or prosecute the School District for any injury or death caused by or resulting from my use or intended use of the School District's facilities and equipment for the purposes stated above whether or not such injury or death was caused by the School District's negligence, my negligence or any other cause.

I further agree and promise to forever indemnify, hold harmless and defend the School District from any claim for property damage or personal injury, including death, and from any loss arising out of my use or intended use of the School District's facilities and equipment for the purposes stated above whether or not such injury or death was caused by the School District's negligence, my negligence or any other cause.

I further acknowledge that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Illinois and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **THIS IS A RELEASE OF LIABILITY. DO NOT SIGN IF YOU DO NOT UNDERSTAND OR AGREE WITH THESE TERMS.**

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**IF APPROVED, DISTRIBUTE AS FOLLOWS:**

Original - Superintendent Copy - Principal Copy - Renter Copy - Custodian

## FACILITY FEE CATEGORY & SCHEDULE

### **Category A: Student groups and school-related organizations and local governments as well as organizations concerned with public safety**

This would include but not be limited to:

- ALL student groups as sponsored by their schools
- PTOs
- Booster Clubs
- Poplar Grove & Capron Fire Departments
- Boone County Sheriff Department
- Red Cross for Emergency Shelters & Blood Drives

### **Category B: Community-sponsored groups**

This category includes community-sponsored activities and sports leagues **for school aged children and the majority of participants are NBCUSD students,** when instructors **and/or** supervisors receive no payment for their involvement in the activity. Includes:

- Non-District Scout Troops
- Non-District 4H Clubs
- Basketball League
- Indoor Football League
- Civic Groups such as the Lions

**NOTE: Renters in this category requiring rentals in excess of 100 hours may ask the Superintendent for a reduced rate.**

### **Category C: Non-Profit Groups**

This category includes uses related to the specific interests of a nonprofit community groups or organizations, such as:

- Social Organizations
- Support Groups
- Class reunions

### **Category D: Other Groups**

This category includes the use of school facilities by any group or organization reasonably designed to generate direct or indirect financial gain regardless of whether the primary purpose of the use is to generate such gain, such as:

- Federal or state government agencies
- Religious groups (for regular church services)
- Political groups, including governmental entities using facilities as a polling place and precinct caucuses (Manchester Elementary use for a polling place is exempt)
- Private, not-for-profit child care programs
- Training programs provided by non-profit educational institutions

# North Boone School Facility Fee Schedule

## CLASSIFICATION (Fee Changes Effective 7-1-13)

	A	B	C	D
Baseball Field	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Cafeteria	NO CHARGE	\$10/hour	\$15/hour	\$25/hour
Classroom	NO CHARGE	\$10/hour	\$15/hour	\$25/hour
Computer Lab	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
District Board Rm.	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Football Field (K-6)	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Gymnasium (K-8)	NO CHARGE	\$10/hour	\$15/hour	\$25/hour
High School Lindberg Gym	NO CHARGE	\$40/hour	\$45/hour	\$100/hour
High School Auxiliary Gym	NO CHARGE	\$20/hour	\$25/hour	\$80/hour
Kitchen*	NO CHARGE	\$30/hour	\$35/hour	\$25/hour
Library	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Locker Room	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
PE Equipment	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Press Box	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Public Address System	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Scoreboard	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Soccer Field	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Softball Field	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Stadium	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Stadium Concession Stand	NO CHARGE	\$30/hour	\$35/hour	\$100/hour
Stage	NO CHARGE	\$10/hour	\$15/hour	\$25/hour
Track	NO CHARGE	\$10/hour	\$15/hour	\$100/hour
Weight Room	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
Custodian	Any necessary cleaning will be charged at the actual cost to the district. This may be waived by the building principal.	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise, \$35/hr. Any necessary post event cleaning will be charged at the actual cost to the district or \$35/hr., whichever is higher.	\$35/hour	\$35/hour
Kitchen Personnel	\$20/hour	\$20/hour	\$35/hour	\$35/hour
Security Officer	Current Rate/hr.	Current Rate/hr.	Current Rate/hr.	Current Rate/hr.
Open/Close Building	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise a key/key fob may be requested with the appropriate key deposit.	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise a key/key fob may be requested with the appropriate key deposit.	\$35 - open 35 - close	\$35 - open \$35 - close
Key/Key Fob/ Damage Deposit**	\$50/key/fob/\$100 damage	\$50/key/fob/\$100 damage	\$50/key/fob/ \$100 damage	\$200/key/fob/ \$100 Damage
Equipment Rental: \$2.00/table / \$0.50/chair				

\* Staff Member Required.

\*\* Deposit will be forfeited if possession of key/key fob is used by unauthorized individuals.

Damage deposit will be used if any damage found, plus organization will be billed for any additional charges.

Cancellation Fee: \$100 or cost of facility rental, whichever is less.