

Administrative Procedures

BUILDING USAGE

APPLICATION FORM

Effective: July 1, 2009
Revised: November 15, 2012
Reference: Policy #8:20 Community Use of School Facilities

LAKE VILLA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #41
131 McKinley Avenue, Lake Villa, IL 60046
(847) 356-2385
APPLICATION FOR USE OF FACILITIES

Name of Organization: _____

Purpose of Organization: _____

Headquarters Address: _____ Local Office Location: _____

Names of Officers/Directors: _____

1. Is this organization a District #41 community group? Yes No
If no, please explain the relationship to District #41 residents:

2. Building Requested: Palombi Martin Pleviak Hooper Thompson

3. Portion(s) of Building Needed: Library Elementary School Gym School Cafeteria
 Palombi Auditorium Palombi School Gym Board Room Other _____

4. Purpose for Use: (Describe fully, using the back of this form, if necessary, the purpose for which you will be using the facility.)

5. Dates/Hours Requested:

A. For a single meeting:
Date needed: _____
Hours: From _____ to _____

B. For a series of meetings please attach a schedule or list of dates and times requested

6. Equipment requested: Tables Chairs

7. Approximate number of participants: _____ Number of supervisors: _____

8. Describe any special circumstances or exceptions to policy that you would like the District to consider:

Payment of fees: All applicable fees, to include deposits and personnel costs, will be charged to the above organization or individual in accordance with these procedures. The undersigned, who is to be in charge of the activities, is 21 years of age or over. He/She agrees that he/she will be responsible to the Superintendent or designee for the use and care of the school property. He/She agrees that the use of the facility will conform to that stated in this application. He/She further agrees to be personally responsible for the payment of any and all fees and for any damage to the property other than ordinary wear and tear due to such facility use. An Indemnity Form and copy of the insurance policy naming the District as an additional insured must be submitted with this application. YOUR SIGNATURE ALSO INDICATES THAT YOU WILL ENFORCE THE NO SMOKING AND DRUG-FREE POLICIES ADOPTED BY THE LAKE VILLA SCHOOL DISTRICT #41 BOARD OF EDUCATION.

SIGNATURE (Please print and sign)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

.....
For Office Use Only:
Date Request Received: _____ Class 1 Class 2 Class 3 Class 4

Building Principal's Signature/Approval

Superintendent/Designee's Signature/Approval

PROCEDURES AND RULES PERTAINING TO FACILITY RENTAL

Requests for facility usage must be made in writing to the District Office specifying the specific facility requested, times, dates and proposed use(s). Class 1 organizations shall be given preference when such requests are made more than sixty (60) days before a proposed use; all others will be granted on a first-come, first-served basis. It is the responsibility of the renting party to make arrangements with the School District and the principal of the individual facility.

The following rules and regulations apply to all users/renters. Upon request, special circumstances may be approved by the superintendent or designee. Organizations wishing to use District #41 facilities shall:

1. Complete and file an application form with the District Office. The application is then submitted to the appropriate building principal for approval.
2. Indemnify School District #41 against all claims by any person, partnership, corporation or association for any injuries or damage that might occur from facility usage. A completed indemnification form must be submitted before final approval is granted.
3. Furnish a certificate of liability insurance to guarantee payment of any claims that may occur or arise from the use of the facility by the user. Said coverage shall insure the user organization in the amount NOT LESS THAN \$1,000,000 for injuries to one person and \$2,000,000 for injuries to more than one person. The certificate of insurance shall name the school district as an additional insured and must be furnished prior to use, (see sample attached). The insurance carrier must be A-rated as based on *Best Reports*.
4. Honor all of the rights of individuals guaranteed by the state and federal laws including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act and Title VII of the Civil Rights Act of 1964. Users who violate these acts shall have their usage discontinued until such time as they can demonstrate compliance.
5. Accept responsibility for any damage to the facility/school, equipment or grounds, to include outdoor playing fields.
6. Accept the restrictions of the date(s), hours, and facility specified in the request, unless the District imposes changes.
7. Prohibit smoking and the use of other tobacco products in the school building or on school property.

8. Prohibit the use of alcohol and the possession or use of illegal drugs at any time.
9. Secure the building (i.e., close doors and windows, turn off lights where appropriate, etc.)
10. Vacate the building by 10:00 p.m. each day.
11. Confine the group to the area approved by the District.
12. Provide sufficient adult (a person aged 21 years or older) supervision at all times. Upon acceptance of the application, the school official will determine if special supervision such as police protection is needed.
13. Arrange for use of tables and chairs, (audio-visual equipment will not be provided by the District).
14. Clean and restore facilities to their original condition. All trash must either be placed in the provided receptacles outside or removed by the group.
15. Prohibit liquid refreshments in the gym, Palombi auditorium, Board Room, and libraries.
16. Abide by additional conditions due to the particular nature of a request for facility use.
17. Agree to leave furniture and equipment "as is"
18. Park in the northeast parking lot when using Palombi School's gymnasium.

I have read the Procedures and Rules pertaining to Facility Rental and I agree to abide by all of the procedures and rules. I understand that in the event that my usage of a District #41 facility disrupts the community or any school program, I/my organization will be barred from future use.

Signed _____ Date _____

Organization _____

SCHEDULE OF FEES/CHARGES
EFFECTIVE JULY 1, 2007

- Class 1: District affiliated or sponsored organizations or classes (such as PTO, Boosters, Scouting Groups on school days before 5:00 p.m., Park District and other groups providing programs in partnership with District programs, etc.).
- Class 2:
- a. Local non public school faculty and pupil groups
 - b. Park Board sponsored groups not working in partnership with the District
 - c. Non-profit civic, religious and service clubs/organizations
 - d. Local governments and municipal groups
 - e. Scouting groups after 5:00 p.m. and weekends
- Class 3:
- a. Business, fraternal and social organizations
 - b. Political parties and related groups
 - c. College and University classes NOT initiated by District #41
- Class 4:
- a. Recognized local and/or non-local organizations which charge admission for the purpose of benefiting their treasuries
 - b. Non-district fund-raising activities
 - c. Others (including for-Profit Organizations)
(Facilities will not be made available to private promoters)

The Basic Fee Schedule includes room rental costs. Personnel costs incurred by the District are not included in this schedule and will be determined separately, after the date of usage.

Basic Fee Schedule

	Library	Gym or Cafeteria	Gym (Palombi)	Board Room (Palombi)	Auditorium (Palombi)
Class 1	N/C	N/C	N/C	N/C	N/C
Class 2	15.00/hr.	19.00/hr.	26.00/hr.	15.00/hr.	30.00/hr.
Class 3	30.00/hr.	38.00/hr.	52.00/hr.	30.00/hr.	60.00/hr.
Class 4	Subject to final approval by the Superintendent or designee. Amount to be determined by specific request.				

Personnel Costs: Direct costs incurred by the District.
 Fees will be billed on a regular basis, after usage.

LAKE VILLA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #41
LAKE VILLA, ILLINOIS

INDEMNIFICATION FORM

Please read this form carefully and be aware that in using Lake Villa District #41 facilities you and your organization will be waiving and releasing all claims for injuries that you or members might sustain.

Acknowledgement of risk of injury clause:

"As a participant in the program, I and the group I represent acknowledge that there are certain risks of physical injury and I/we agree to assume the full risk of any injuries, including death, damages or loss which I/we may sustain as a result of participating in any and all activities connected with or associated with such program."

Waiver of claim for injury clause:

"I/we agree to discharge waive and relinquish District #41 Officers, Agents, and employees of, all claims, demands, damages, rights or courses of action present or future I/we may have as a result of the use or intended use of facilities and participation in the program."

Release from liability clause:

"I/we do hereby fully release and discharge the Lake Villa Community Consolidated School District #41 and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I/we may have or which may accrue to me/us on account of our participation in the program."

Insurance:

"I/we shall name Lake Villa Community Consolidated District #41 as an additional insured on a liability insurance policy and said policy shall insure the user organization in the amount not less than \$1,000,000 for injuries to one person and \$2,000,000 for injuries to more than one person.

Indemnity and defense clause:

"I/we further agree to indemnify and hold harmless and defend the Lake Villa Community Consolidated School District #41 and its officers, agents, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me/us and arising out of, connected with, or in any way associated with the activities of the program and further agree to reimburse and pay District #41's attorney's fees for defending any action that may be filed against District #41 by a member or participant in the group."

I HAVE READ AND FULLY UNDERSTAND THE ABOVE INDEMNIFICATION AGREEMENT.

Organization Name _____

Authorized Signature _____ Date _____

CC: School Principal, Organization/Renter, Business Office

AED LANGUAGE FOR INDOOR FACILITIES USE AGREEMENT

Organizations that use the District's physical fitness facilities are required to (1) familiarize themselves with the District's medical emergency plan, (2) Before usage, identify within the indoor facility before usage the placement of the District's AED, (3) have a trained AED user present during all physical fitness activities during school district staffed business hours (M – F 7:30 am - 4:00 pm).

If required above and prior to utilizing the facilities, a supervisor or designee of such organizations shall provide evidence that it will have a trained AED user on site by displaying to the District its trained AED user's valid certification card.

The renting organization agrees to comply with all laws pertaining to AEDs during the organization's use of the District's facilities. The renting organization shall indemnify, hold harmless and defend the District and its board members, agents, officers, employees, volunteers, successors, and assigns, from and against any and all claims, actions, damages, liability and expense arising from, in connection with, or otherwise related to loss of life, personal injury, damage to property, and/or loss in connection with use of or failure to use an AED during an organization's use of the District facilities or the organization's failure to comply with the District's medical emergency plan, policies, or any applicable law.

_____ By initialing here, I acknowledge that I will identify the location of the District's AED within the indoor facility before using the facility.

_____ By initialing here, I acknowledge that I will have a trained AED user present during physical fitness activities if they occur during school district staffed business hours (M – F 7:30 am – 4:00 pm).

_____ By initialing here, I acknowledge that I will provide the District a copy of all trained AED users in the organization that will be using District facilities, if such use will occur during staffed business hours (M – F 7:30 am – 4:00 pm).

_____ By initialing here, I acknowledge that I am aware that the District will, from time to time, spot check organizations to ensure they are in compliance with all requirements. If, at the time of the spot check, any requirement is not met, the organization will be required to leave the premises immediately and could lose all future facilities usage privileges.

I have read/initialized and FULLY UNDERSTAND THE ABOVE AED REQUIREMENTS:

Organization Name: _____ Date: _____

Authorized Signature: _____ Phone: _____

AED LANGUAGE FOR OUTDOOR FACILITIES USE AGREEMENT

Organizations that use the District's physical fitness facilities are required to (1) familiarize themselves with the District's medical emergency plan and (2) **have an AED device and a trained AED user present during all physical fitness activities**. Prior to utilizing the facilities, a supervisor or designee of such organizations shall provide evidence that it will have a trained AED user on site by displaying to the District its trained AED user's valid certification card. The renting organization agrees to comply with all laws pertaining to AEDs during the organization's use of the District's facilities. The renting organization shall indemnify and hold harmless the District and its board members, agents, officers, employees, volunteers, successors, and assigns, from and against any and all claims, actions, damages, liability and expense arising from, in connection with, or otherwise related to loss of life, personal injury, damage to property, and/or loss in connection with use of an AED during an organization's use of the District facilities or the organization's failure to comply with the District's medical emergency plan, policies, or any applicable law. The renting organization shall carry liability insurance in an amount and with a carrier acceptable to the District, insuring the foregoing indemnification obligation and naming the District as an additional insured.

_____ by initialing here I acknowledge that as an outdoor use organization I will have an AED device present during all physical fitness activities.

_____ by initialing here I acknowledge that as an outdoor use organization I will have a trained AED user present during all physical fitness activities

_____ by initialing here I acknowledge that as an outdoor use organization I will provide the District a copy of all trained AED users in the organization that will using our facilities

_____ by initialing here I acknowledge that as an outdoor use organization I am aware that the District will from time to time spot check organizations to ensure they are in compliant with all requirements. If at the time of the spot check any requirement is not met the organization will be required to leave the premises immediately and could lose all future usage of the facilities.

I have read/initialized and FULLY UNDERSTAND THE ABOVE AED REQUIREMENTS:

Organization Name: _____ Date: _____

Authorized Signature: _____ Phone: _____