

## Application and Agreement for Use of School Facilities

Please submit the completed form to the school for availability. Once the application is initially approved by the respective school building principal, it will be forwarded to the Superintendent's Office for final review and approval. Upon final authorization, you will be required to provide payment and proof of insurance to the District Office. Contact Katie Manno @ 632-3666 x7105 with questions.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

For Use of the \_\_\_\_\_ at \_\_\_\_\_ School

Event: Type of Program: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time of Usage: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Admission: \_\_\_\_\_

Planned Use of Funds: Personal: \_\_\_\_\_ Civic: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Facility Usage Fee: \$ \_\_\_\_\_ \*Custodial Services Fee: \$ \_\_\_\_\_

Total charges due prior to event: \$ \_\_\_\_\_

Certificate of Insurance provided: \_\_\_\_\_

\*The approval of this form will be contingent upon the ability to secure custodians.

**Note: If using Carriel Jr. High or Fulton Jr. High, please note you will not have access to the stage lights and sound system. You may bring your own light and sound equipment.**

This figure represents the contracted charge and will be the same unless additional custodial service or school equipment is needed. If the equipment or building is damaged during this event, you will be billed for the actual cost or repairs or replacement at the discretion of the Board of Education.

Permission for the use of school facilities is automatically cancelled on those days when school has been cancelled due to weather conditions. District 90 will not responsible for the upkeep of the athletic fields.

In consideration of being provided access to property and facilities of O'Fallon Community Consolidated School District #90, in connection with the activities or events described herein, I, along with any person attending this event, waive any claim or right of recovery against O'Fallon Community Consolidated School District #90, as well as any of its officers, agents, employees, or school board members (referred to hereinafter as "School District"), whether for personal injury, property damage, or other loss of any kind.

I understand that my use of the school facilities is a non-school sponsored event, and is not organized, operated, regulated, supervised, or insured by the School District, and that I participate in such activity at my own and sole risk. For example, the School District provides no first aid, emergency services, transportation, supervision, or security for non-school sponsored events and activities.

If I (or anyone attending this event) damages any building, facility, equipment, or other property of the School District or others during or related to my use of school property or facilities, I understand I am personally financially responsible. I will hold the School District harmless from any claims arising out of my participation in the activity or event.

There shall be NO selling, giving, or drinking of any alcoholic beverages or narcotics on the school premises. There shall be NO smoking in the building nor shall the use of profane language, quarreling, fighting, or gambling be permitted on the school premises.

I understand that this document applies to each and every time I use the school facilities or school property as described herein. Any violation of the rules and regulations shall be grounds for cancellation of this agreement and shall bar further use of school facilities. I understand that no one is authorized to change the terms of this document, and any purported changes or alterations are of no effect, except as authorized by the Superintendent of O'Fallon Community Consolidated School District #90 in writing.

I hereby declare the facts in the foregoing application are true of my own knowledge and that I have read and agree to the regulations listed in the attached documents. This statement is made under penalties of perjury.

\_\_\_\_\_ I hereby certify all volunteers have completed a certification process and properly vetted through the Illinois State Police sex offender registry. (initial the line to indicate compliance)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission for Use Granted: \_\_\_\_\_ Date: \_\_\_\_\_  
District Office Signature

## Fees for Rental of School Facilities

<i>Amelia Carriel Gymnasium</i>	\$250.00
<i>Amelia Carriel Cafetorium</i>	\$250.00
<i>Amelia Carriel Multi-Purpose Room</i>	\$250.00
<i>Amelia Carriel Kitchen</i>	\$250.00
<i>Edward Fulton Gymnasium</i>	\$250.00
<i>Edward Fulton Multi-Purpose Room</i>	\$250.00
<i>Edward Fulton Kitchen</i>	\$250.00
<i>Delores Moye Gymnasium</i>	\$250.00
<i>Delores Moye Multi-Purpose Room</i>	\$250.00
<i>Delores Moye Kitchen</i>	\$250.00
<i>Marie Schaefer Gymnasium</i>	\$150.00
<i>Marie Schaefer Multi-Purpose Room</i>	\$150.00
<i>Marie Schaefer Kitchen</i>	\$150.00
<i>Estelle Kampmeyer Multi-Purpose Room</i>	\$150.00
<i>Estelle Kampmeyer Kitchen</i>	\$150.00
<i>LaVerna Evans Multi-Purpose Room</i>	\$150.00
<i>LaVerna Evans Kitchen</i>	\$150.00
<i>J.E. Hinchcliffe Multi-Purpose Room</i>	\$150.00
<i>J.E. Hinchcliffe Kitchen</i>	\$150.00
<i>Any other room in a school</i>	\$ 50.00
<i>Any athletic field (baseball, softball, soccer) one-time fee for each season</i>	\$100.00

- When air-conditioning is required, the fee shall be \$25.00 higher.
- At Carriel, Fulton, and Moye an additional \$150.00 application fee will be assessed on the use of a room listed above rented in addition to the primary rental space.
- For rentals of all rooms in the facilities, except athletic fields that have repeated use in the same request (i.e., weekly practices on designated days, multiple day events), the application fee will be a one-time fee and each additional usage will be charged out at \$30.00 per hour with a minimum one hour charge.
- If a facility is rented for a time when the custodian is not regularly on duty, the group shall pay for the use of a district custodian at a rate of \$40.00 per hour. The custodian may be required to open the facility, to remain in attendance during the entire time for which approval has been granted, and to ensure the security of the facility after use. **An additional hour will need to be added for clean-up.**
- All facility rental applications will be finalized and released after full pre-payment has been received by the district.
- **There will no modifications made to the athletic fields without prior permission from the Director of Facilities and Grounds.**

Priorities for use of school facilities:

1. The O'Fallon Community Consolidated School program shall receive priority for the use of school facilities and equipment.
2. Related school organizations such as high school activities, PTO, etc., shall be given priority over non-related organizations.
3. Charitable and non-profit organizations will be given priority over those desiring to use the school facilities for financial profit.

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Individual or Group

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Date

## NOTICE OF EMERGENCY PLAN

O'Fallon Community Consolidated School District No. 90 has adopted and implemented a Medical Emergency Procedure which encompasses the use of an Automated External Defibrillator or "AED". A copy of the District's Medical Emergency Procedure may be obtained by contacting the District Office at (618) 632-3666.

There is one AED at the District Office:

- East wall of the reception area, outside of the conference room entrance.

There is one AED located at each school building:

- Amelia Carriel Jr. High School: 451 N. Seven Hills Road
  - Hallway between gymnasium and locker rooms.
- Delores Moyer Elementary School: 1010 Moyer School Road
  - North hallway between cafeteria and gymnasium
- Edward Fulton Jr. High School: 305 Kyle Road
  - North wall in the main lobby, to the right of the boys' restroom
- Estelle Kampmeyer Elementary School: 707 N. Smiley Street
  - Main hallway, south of cafeteria, across from nurse's office
- JE Hinchcliffe Elementary School: 1050 Ogle Road
  - Southwest corner of multi-purpose room
- LaVerna Evans Elementary School: 802 Dartmouth Drive
  - Southeast wall of cafeteria/gymnasium
- Marie Schaefer School: 505 S. Cherry Street
  - Main hallway, northeast entrance of the gymnasium

Additionally, there are portable AEDs located at the following school buildings:

- Amelia Carriel Jr. High School: 2
- Edward Fulton Jr. High School: 2

In the event that a medical emergency occurs, please make sure that **9-1-1 is called immediately.** In addition, please have the custodian contact the building principal.

O'FALLON COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 90 assumes no liability for loss or damages incurred as the result of the negligent use or failure to use the AED or allegedly resulting from the adoption or implementation of the Medical Emergency Procedure. Additionally, the organization is responsible for the cost of the AED if not returned in good working order or if not returned at all; that cost is \$3,500.00.

By signing this Notice, the undersigned acknowledges that they agree with the terms of this Notice, acknowledges that they have received a copy of the Notice, and acknowledges that it is their responsibility to have a trained AED user present while the facility is being used. O'Fallon Community Consolidated School District No. 90 will not provide a trained AED user for non-school functions.

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Individual or Group

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Date

9/20/2017