

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

Print Name of Responsible person

(Please Circle One): Galena Primary School Galena Middle School Galena High School

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):

Table(s) No. Chair(s) No. _____

Additional Requests and/or Comments: _____

It is understood that GUSD 120 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 GUSD 120 harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.
2. To provide 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. A fee will be assessed for any damage to school property.
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. 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.
11. Groups may be assessed a refundable deposit.

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

Checks are to be made payable to: Galena USD #120

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 (Indicates Availability) Date

Signature of Superintendent Date

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 Galena USD 120 (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 Classifications

Persons or groups using the facilities will be classified as I, II, or III with Class I having the highest priority for use. The Classification will be determined by the person's or group's non-profit status, and/or the purpose for the rental, and/or the nature of the activity. The following classification criteria, listed in priority order, should be followed for the use of all District facilities.

Category 1 – School District and District-Sponsored Activities

Facilities Use Agreement not required; no rental fee

Regular classroom activities

School sponsored activities for students (clubs, athletics, intramurals)

School sponsored activities for parents (plays, open houses)

School related groups and organizations (booster clubs, parents-teacher or employee meetings)

School and District sponsored activities for District staff (training sessions and wellness)

Category II – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civic and Service Groups (no admission fee charged), Individuals from Galena

Facilities contract required

District may assess fee per schedule

No fund-raising activities allowed

For purposes of determining eligibility, verification of an individual's affiliation with non-profit organization must be provided

Category III – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civics and Service Groups (where fund/raising and/or admission fee charged), and all others (Churches, Individuals outside of Galena)

Facilities contract and fee will be assessed per schedule

Galena USD #120 Facility Fee Schedule

CLASSIFICATION

Category II: Fees during regular staffed hours: N/A

Category II: Fees on Saturday and Sunday for any practice where custodial presence is not required and NO FUNDRAISING or ENTRANCE FEES assessed (only Galena participants): N/A

Category II: Fees on Saturday and Sunday for any event where custodial presence is required per Union contract (tournament with no entrance fee) \$35/hr. (4 hours)

Category III: Rental and Custodial Fees on Saturday and Sunday for any event \$40/hr. for duration of event (4 hours).