

**Galena Unit School District #120**  
Application for Use of School Facilities

**Applicant Information:**

Today's Date:	
Name of Group/Organization:	
Person Responsible:	Home Phone:
Street Address:	Cell Phone:
City, State, Zip:	Work Phone:

**Event Information:**

Date(s) of the Event:			
Type of Event:			
Approximate Attendance Expected:			
Select Building(s) with an 'X':	High School:	Middle School:	Primary School:
Select Locations with an 'X':	Cafeteria:	Gym:	Library:
	Other:		
Equipment (provide quantity):	Tables:	Chairs:	
	Other:		

**AED Acknowledgement and Confirmation:**

The District has acquired Automated External Defibrillators (AEDs) and has located them in a manner so as to make them accessible at all times to staff, students, and guests; however, the District is not responsible for providing a person to administer the AED to a person.  
Your signature below serves as an acknowledgement that you are aware of the location of the AED(s) in the building for which you seek use, have been given reasonable access to the AED(s) in the building, and are solely responsible for the use of the AED(s).

**Epi-pen Acknowledgement and Confirmation:**

The District has acquired Undesignated Epinephrine Auto-Injectors (UEAs) and has located them in a manner so as to make them accessible at all times to staff, students, and guests; however, the District is not responsible for providing a person to administer the UEA to a person.  
Your signature below serves as an acknowledgement that you are aware of the location of the UEA(s) in the building for which you seek use, have been given reasonable access to the UEA(s) in the building, and are solely responsible for the use of the UEA(s).

**Other Acknowledgements:**

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District.  
The use of school facilities for school purposes has precedence over all other uses.  
The District reserves the right to cancel previously scheduled use of facilities by community organizations and groups.  
The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.  
Persons on school premises must abide by the District's conduct rules and expectations at all times.  
A fee will be assessed for any damage to District property.  
The use of District facilities is not available between the hours of 12:00—6:00 a.m.

**Applicants agree:**

- To hold GUSD 120 harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.
- 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 prior to use of the facilities.
- Not to permit the selling, giving, or drinking of any alcoholic beverages on school premises and not to smoke on school property.
- To reach an agreement with school officials regarding the sale of food or any other commodity, as well as the distribution of literature.
- To confine the attending group solely to the are approved for rental use.
- To observe the approved date(s) and time limits of this agreement.

Applicant's Signature:	Date:
Principal's Signature:	Date:
Superintendent's Signature:	Date: