

Waltonville CUSD #1

Application and Procedures for Use of School Facilities

To Be Submitted to the Superintendent or Athletic Director

This application must be approved before a non-school related group is allowed to use school facilities. School organizations and school-sponsored programs are considered, for the purpose of this application, to be school-related.

Organization Name	School and Area (gym, cafeteria, field, etc)
Program/Activity/Participants	Program/Activity Dates and Times
Equipment Needed	Materials to be brought into facility
Room Arrangement, decorations	Food service required

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- Only the cafeteria, gym, and athletic field, along with needed hallways, restrooms, and parking areas are available for community use. All areas sought to be used must be included in description of area above.
- No furniture or equipment may be moved without prior approval from the building principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- Parties are responsible for their own care and cleanup of the facility area used. In the event the District must use custodial staff to clean the area used,, the parties will be required to reimburse the District for the cleanup at the actual rate of pay for the time worked by custodians to clean the area.. Repeated failure to sufficiently clean the area used, or failure to reimburse the District within fourteen (14) days of receipt of the invoice for custodial services, will result in the non-school related group being ineligible to use school district facilities in the future.

_____ Initials indicate understanding and agreement.

2. *All non-school related groups must:

- Indemnify and hold harmless the District, its officers, agents, employees, and/or volunteers for and from any and all loss ,including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
- Provide and supply proof of insurance, a copy of policy which shall be attached to this application, verifying that the group possesses insurance against personal injury and/or property loss in the amount of \$500,000 and naming the Board of Education and School District as a named insured.

_____ Insurance provider name and contact number

----- Initials indicate understanding and agreement.

3. The use of school facilities for school purposes has precedence over all other uses.

----- Initials indicate understanding and agreement.

4. All non-school related groups must be willing and able to use appropriate emergency procedures including calling 911 for medical emergencies and whenever an AED is used.

----- Initials indicate understanding and agreement.

5. All non-school related groups understand that the District will not supply individuals to act as emergency responders.

----- Initials indicate understanding and agreement.

6. If the request involves an indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
- Require that 911 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.

----- Initials indicate understanding and agreement.

No alcohol, tobacco, or drug use is permitted on district property at any time.

I agree to abide by the conditions stated in this application. I further agree to adhere to all Board policies and administrative procedures.

Applicant name and address

Telephone number

Applicant Signature

Date

The Superintendent, Athletic Director or designee will base his or her decision on the information being provided in the application as well as other criteria deemed important.

Note to Superintendent or designee: after approving or denying this application:

- Return a copy of it to the person making the request.
- Keep the original in the District office.
- Send a copy to the appropriate building administrator.

----- Approve

----- Denied

Superintendent or designee

Date

Athletic Director

Date