



# LEMONT HIGH SCHOOL DISTRICT 210 FACILITY USE CONTRACT



This contract is made by and between Lemont High School District 210 and **CONTACT NAME**, responsible director for **ORGANIZATION**, in consideration for use of the following district facilities on the dates and times listed:

**Facility/Facilities:** FACILITY  
**Dates/Times:** DATES/TIMES  
**Applicant's Designee(s):** DESIGNEE  
**Other Considerations:** OTHER  
**Estimated Costs:** Facility: FACILITY COST Personnel: PERSONNEL COST Equipment: EQUIPMENT COST

**The applicant agrees to all terms established in the Lemont High School District 210 Facility Use Agreement, including:**

1. All district-owned apparatus, equipment and devices must be operated by a district employee or an operator approved by Lemont High School's administration.
2. District representatives may need to provide direction or information concerning rules and regulations during the contracted event. The applicant and any participants or patrons are expected to respect the authority of all district representatives.
3. The applicant is responsible for paying restitution for any damage to the district's building, equipment or fixed assets that occurs directly or indirectly from action arising out of, or in connection with, the applicant's use of the district's facilities. All damages will be assessed at current market price for materials and labor. The district will not assume responsibility for any property the applicant brings to its facilities.
4. The applicant must ensure that all state and local ordinances are followed, including any room capacity/fire ordinances.
5. No signs, displays or materials may be attached or affixed to a facility's walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc., without contract approval or consent from Lemont High School's administration.
6. Food or drink is not permitted in the Gymnasium, Field House or Performing Arts Center.
7. Consumption of alcoholic beverages and the use of tobacco products both are prohibited on district property.
8. The district determines the charges assessed to the applicant for use of its facilities. All debts incurred by the applicant as a result of this agreement will be billed at the end of the appropriate season. Payment should be made to the district in a timely manner.
9. All non-Lemont High School groups must designate at least one adult with the responsibility of serving as an emergency responder. If possible, emergency responders should be trained in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). The district will not supervise the applicant's activity, nor will it provide individuals to act as emergency responders. Any injury - including the use of an AED - should be reported to the school's Director of Activities & Athletics within 24 hours of the incident taking place. An accident report will be required.
10. The applicant is responsible for being present only in the areas designated within the contract; providing adequate and appropriate supervision - both for the event's participants and its attendees - in all areas where people may congregate; prohibiting unauthorized individuals from loitering at the district's facilities; and keeping the facility neat and free of debris. No pets are allowed on campus, except for service animals.
11. The applicant will arrange for police security for any contracted event with an expected attendance of 500 or more. The district reserves the right to limit the capacity for any event. Any police presence will be paid for by the applicant.
12. The applicant will provide to the district a roster of participants that includes name, address and phone number.
13. Parking is permitted only in designated areas. Vehicles may not be parked in areas that block access for authorized school personnel or emergency personnel, including ambulances. Vehicles may be located temporarily in areas adjacent to concession stands for the purpose of loading or unloading, but may not remain there throughout the contracted event.
14. The applicant must secure a certificate of insurance with a minimum \$1,000,000 combined single limit, which covers all patrons and participants engaged in any activity for any injuries sustained and for liability in cases of negligence on the part of the applicant.
15. The applicant must designate an individual who will represent the organization in all legal matters; be responsible for discipline at the contracted event; be responsible for restitution for any damage to district property; and serve as the organization's spokesperson. The applicant also should provide the name and cell phone number of the individual who will be "in charge" at the facility at the time of the event; and ensure that a member of the organization maintains on site a copy of the signed contract while using a district facility.
16. **Lemont High School District 210 has the right to cancel a contract when unforeseen circumstances may require such action, including cancellations that must be made due to weather conditions.** This contract can be made by phone as late as the date of the contracted event. The school's administration may close a facility and expel participants and/or patrons if the applicant fails to maintain order.

**Applicant has read the above and agrees to all terms established in the Lemont High School District 210 Facility Use Agreement.**

\_\_\_\_\_  
Applicant's Name - Applicant's Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Young - Lemont High School District 210

\_\_\_\_\_  
Date

### ADMINISTRATIVE USE ONLY

ENTERED IN DISTRICT CALENDAR \_\_\_\_\_ DATE \_\_\_\_\_ CERTIFICATE OF INSURANCE \_\_\_\_\_ ON FILE \_\_\_\_\_ NOT ON FILE \_\_\_\_\_  
 CC: Buildings & Grounds Business Office Custodial Staff Assistant Athletic Director Original