

Facility Usage Request Form

Pay Group _____

Non Pay Group _____

Rate Charge \$ _____/hour

Name: _____ Organization: _____

Address _____

Primary Phone Number _____

Organization Phone Number _____

Cell Phone Number _____

Reason For Use: _____

School Requested: _____ Facility Requested: _____

Date(s) Requested: _____

From _____ AM, PM To _____ AM, PM Day(s) of Week _____

Set up Request: _____

Cancellation Policy: Please Call **847-998-5060** to cancel, **you must allow 24 hours notice or charge will apply.**

THE ADULT RESPONSIBLE FOR THE ABOVE MENTIONED ORGANIZATION MAY BE HELD LIABALE FOR DAMAGE SUITS BROUGHT BY ANYONE WHO MAY BE INJURED. PERSON SIGNING MUST BE 21 YEARS OF AGE OR OLDER.

I, and members of my organization, have read and agree the regulations pertaining to building usage which are stated on the back of this contract and attachments.

Applicant Signature: _____ Date _____

Person(s) in Charge: *(Fill in name(s) only if different than person signing contract):* _____

ALL APPLICANTS MUST READ, INITIAL AND COMPLY WITH ATTACHED ADDENDUM

Certification of Insurance of at least \$1,000,000 is required upon return of this form. Glenview School District 34 must be listed as the additional insured.

Return signed copies of this agreement by _____ with payment of _____

TO: Building Rentals, Glenview School District, 1401 Greenwood Road, Glenview, IL 60026

Checks should be made payable to: Glenview School District 34

Office Use Only

Approved by _____

School Copy Sent _____

Custodial Supervisor Copy Sent _____

GLENVIEW COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

Facility Usage Program

The Glenview School District 34 Board of Education provides use of the District's facilities for community use through its Facility Usage Program. School activities have the first priority for building use. After scheduling school activities, Park District programs, scouts and civic groups, the school facilities are available to other community groups, individual groups, and individual citizens. No scheduling will be done before July 15th.

Regulations for use of the school gyms under this program are:

1. All activities must be prearranged, allowing TEN DAYS for the paperwork to be completed. The schools reserve the right to cancel activities in case of unanticipated program conflicts.
2. An adult supervisor, 21 years of age or older, must assume responsibility for the group. This includes signing of contracts and other forms provided by the school custodians. Groups of 15 or larger require two adult supervisors.
3. Children are not admitted in the building until an adult leader is present to supervise. This applies to all groups, scouts, Park District programs, etc. Groups using gyms must stay within the scheduled time limits. Everyone must be out the building before the supervisor may leave. There must be at least 15 to 30 minutes between each group being scheduled.
4. An adult supervisor must assume responsibility for discipline and behavior of the group. He/she can be held liable for damage suits brought by anyone who may be injured.
5. The supervisor and/or groups using District 34 equipment and buildings will be responsible for any damages to equipment and building. Further, it will be the supervisor's responsibility to advise District 34 of any damage occurring during the group's use of equipment and building. Decorations and other special equipment may be brought and used only at the approval of the school principal.
6. Unless specifically stated, school equipment is not to be used by outside groups. The District provides only space and the service of the custodian. Exceptions may be made in some instances and, if this is the case, the school will be notified in advance. Park District programs are allowed use of certain equipment. **NO HARD BALLS ARE ALLOWED TO BE USED INSIDE ANY SCHOOL BUILDINGS.**
7. All groups using gyms for sports activities are required to wear gym shoes.
8. Usage of school is limited to gyms only. Parties using the facility may not enter any other room in the school. Special permission may be given for other facilities at the discretion of the school principal.
9. School board policy prohibits smoking in the schools and on the grounds of the schools. Consumption of alcoholic beverages and the illicit use of drugs, as well as possession of any of these substances, are not permitted in school buildings or on school grounds.
10. In the event of a tornado warning, the building custodian has the authority to evacuate the facilities being used.
11. A Building Use Form (Blue Slip) must be signed by both the program supervisor and the custodian on duty at the end of facility use. The program supervisor must be 21 years of age or older.
12. Infractions of these regulations will result in refusal of requests to use gyms in the future. The supervisor and custodian have been asked to report infractions that they observe.
13. Cancellations by the group using the facility should be made to the school at least 24 hours prior to the reservation date, or in an emergency, by 9:00 A.M. of the day the facility is being used.
14. Anyone renting facilities shall be billed by the school district according to the rental schedule. All fees shall be paid with one month from date of invoice. Check shall be made payable to "Glenview School District 34".

ADDENDUM FOR USE OF SCHOOL FACILITY

1. **All non-school related groups must supply adequate supervision to ensure proper care and use of facilities:**
- a. *Only the cafeterias, gymnasiums, multi-purpose rooms (along with parking areas) are available for community use. In certain cases, other areas may be available at District 34's discretion.*
 - b. *No furniture, or equipment may be moved without prior approval from the building principal.*
 - c. *Signs, displays, or materials may not be attached, nailed or otherwise affixed to walls without prior approval and need to be removed at end of rental.*

_____ *Initial here if this is agreeable*

2. **All non-school related groups must agree to:**
- a. *Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney's fees, damages, expenses, and liability arising out of its use of school property.*
 - b. *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.*
 - c. *Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss naming School District 34 as additionally insured.*

INSURANCE PROVIDER'S Name and Phone Number

_____ *Initial here if this is agreeable*

3. **The use of school facilities for school purposes/events has precedence over all other uses/rentals.**

_____ *Initial here if this is agreeable*

4. **All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.**

_____ *Initial here if this is agreeable*

5. **Any group or individual using District facilities shall provide individuals with disabilities an opportunity to participate in their services, programs or activities, including providing auxiliary aids and services, when necessary, to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.**

_____ *Initial here if this is agreeable*

6. **I have read and understood the *Emergency Response Procedures Summary* which is available on the District's website at https://www.glenview34.org/sites/default/files/page_files/Emerg._Proc._Summary_Dist_34_7_20_17.pdf. If a fire, weather, lockdown or other event occurs, all non-school groups must follow the procedures, and they must keep a reference copy with them at all times while they are in the school.**

_____ *Initial here if this is agreeable*

I agree to abide by the terms and conditions stated in this application and agree to adhere to all Glenview School District 34 Board of Education administrative procedures.

Applicant's Name – Please Print

Telephone Number

Address

Applicant's Signature and Date

THIS FORM IS TO BE RETURNED, ALONG WITH THE SIGNED CONTRACT, TO THE BUILDING RENTAL COORDINATOR AT 1401 GREENWOOD ROAD GLENVIEW, IL 60026