

Mary Olson
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COMMUNITY REQUEST FORM FOR AUDITORIUM USAGE

Auditorium Location: _____
Name of School

_____ **Event Title**

_____ **Department or School Sponsor**

_____ **Contact Person (must be 21 years of age)**

_____ **Phone**

_____ **E-mail**

_____ **Address**

_____ **City** **State** **Zip**

Type of Activity: _____

Ticket Booth: **Yes** **No**

Dressing Room: **Yes** **No**

Sound System/P.A.: **Yes** **No**

Stage Lighting: **Yes** **No**

Estimated Attendance: _____

Date(s): _____

Set-Up Time: _____ **Start Time:** _____
am or pm am or pm

End Time: _____ am or pm

Additional notes:

Person Authorized to Sign Request _____ Date _____

This form must be included with the following Community Request Form for RPS 205 Facility Rentals

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COMMUNITY REQUEST FORM FOR RPS 205 FACILITY RENTALS

All Rental Request must be submitted 2 weeks before event's date directly to the contact person listed above. If requesting fees to be waived, submission of form must be made 30 days in advance. This application must be approved before a non-school related group is allowed to use school facilities.

School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related.

Use of school facilities for school purposes has precedence over all other uses.

Event Title

Requested School/Facility

Event Sponsor

Area Desired Event/Group Size

Contact Person (must be 21 years of age)

Date(s) requested Day(s)

Phone Number

Set-Up: Start: End:
Event Time AM/PM AM/PM

Email

Material to be brought into facility

Address

Notes:

City State Zip

Equipment needed/additional requests for set-up

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

- The non-school related groups are responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- 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.

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property
- Supply proof of insurance naming Rockford School District 205 as an additional insured and verifying that the group maintains a minimum of \$500,000 liability insurance coverage against personal injury and/or property loss:
- 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 School Board's discretion.
- The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school district property.

(Name of Insurance Provider and Contact Number)

3. All non-school related groups must pay the following fees:

- Rental charge (unless waived by Board policy)
- Meal and beverage service (cost as determined by the cafeteria supervisor)
- Custodial charges (standard hourly charge)

4. Fees:

- Deposit – the District reserves the right to ask for a deposit as condition of the rental in order to offset the potential costs that result as a consequence of the use of the District equipment or Facilities.
- The District may assess additional fees for kitchen serves, garbage collection, or additional cleanup.
- Payment – Billings are done at the close of each month and will be Net 30 days. Payments shall be made to Rockford School District 205.

5. 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.

6. All non-school related groups must agree to follow the District’s Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6.

Important: The District will not supervise the activity nor will it supply trained AED users to act as Emergency responders at any time, including during staffed business hours.

Activity being proposed is not in a physical fitness facility.

Copy of the District’s Plan for Responding to a Medical Emergency at a Physical Fitness Facility has been provided. (77 Ill.Admin.Code SS527.400(a) and 527.800(c). Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Illinois law (410 ILCS 4/10; 77 Ill.Admin.Code S527.100).

Copy can be obtained from Health Services @815-966-5254

7. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District’s plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 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 any 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.
- Ensure that if an AED is used, the Superintendent or designee is informed and all appropriate forms are completed.

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) My organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school’s facility.

Applicant name (please print)

Applicant signature

Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (Note the Rental Office will notify requester once the appropriate Building Principal has approved or denied accessibility.)

Approved

Denied

Building Use Coordinator

Date

Principal of Building
Signature Required

Date