

Mary Olson

Operations Coordinator / Facility Rentals
 5052 - 28th Avenue - Rockford, IL. 61109
 Email: mary.olson@rps205.com
 P: 815-489-7398, Ext. 16652
 C: 779-537-0273 Fax: 815-966-3019



COMMUNITY REQUEST FORM FOR RIVERDAHL BASEBALL DIAMONDS

Event Title _____

Event Sponsor _____

Is your group affiliated with any school?
 Yes No

If yes, school's name _____

Contact Person (must be 21 years of age) _____

Phone _____

E- mail _____

Address _____

City State Zip

Estimated Audience: _____

Total Games: _____

Fees Charged: _____

Practice: Yes No

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Day(s): _____

Please check all diamonds requested

- | | | | | |
|----|----|----|----|----|
| #1 | #2 | #3 | #4 | #5 |
| #6 | #7 | A | B | C |

Total Diamonds Needed: _____

Tournament(s): Yes No

Start Date: _____ End Date: _____

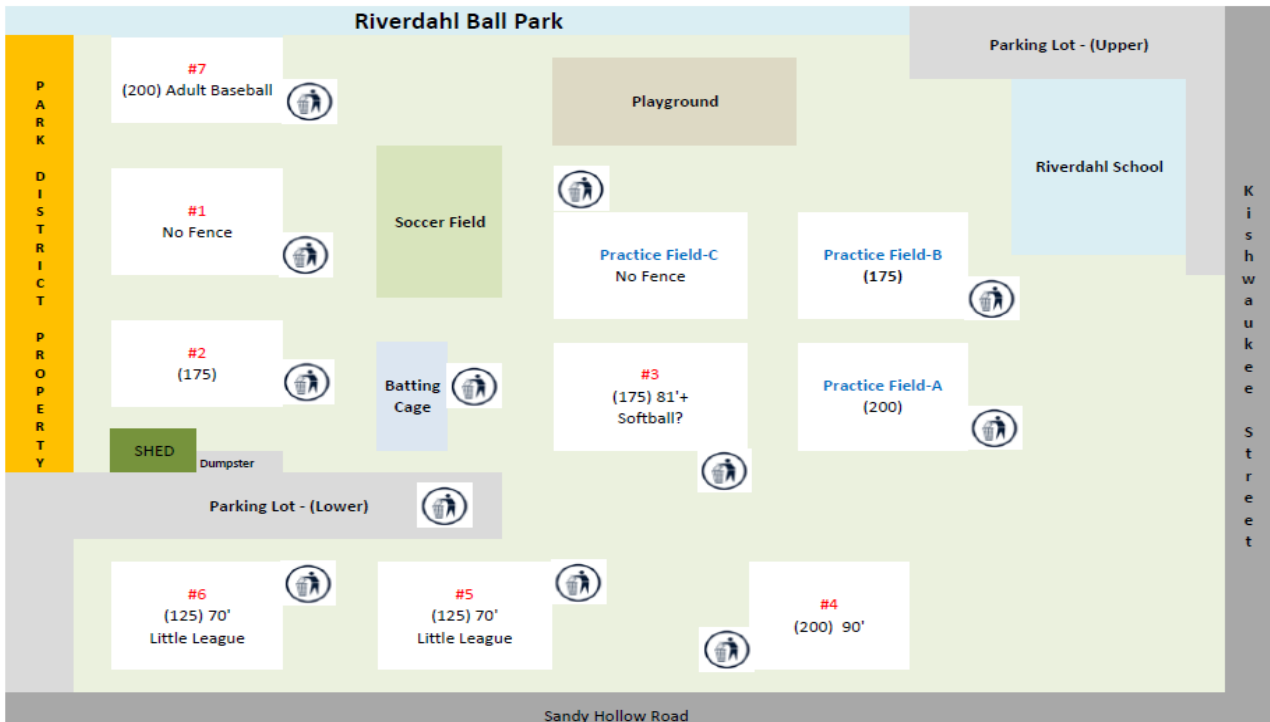
Start Time: _____ End Time: _____

Day(s): _____

Start Date: _____ End Date: _____

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Day(s): _____



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COMMUNITY REQUEST FORM FOR RPS 205 FACILITY RENTALS

All Rental Requests 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

Email

Event Sponsor

Address

Contact Person (must be 21 years of age)

City State Zip

Phone Number

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

Indemnify and hold harmless the District its agents employees for from any all loss including attorneys' fees, damages, expense, 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 damage or replacement cost, the choice of which is at the School Board's discretion.

(Name of Insurance Provider and Contact Number)

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

The non-school related groups are responsible to the Board for the use and care of the school property. All adult supervisors must have cell phones with them at all times.

Sufficient, competent adult supervision must be provided, the adult supervisor must ensure that no minor is left alone after the activity.

Only the athletic field, along with parking areas, are available for community use.

Use of the school property is not permitted past the agreed end time.

The use of tobacco products, alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities.

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

Designate at least adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and are Required that 9-1-1 be called for medical emergencies

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

Rental charge (unless waived by Board policy)

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 garbage collection, or additional cleanup.

All payments should be made out to: Rockford Public School District 205.

**Mailed to: Operations Support Center
Mary Olson - Facility Rentals
5052 - 28th Avenue
Rockford, IL. 61109**

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

Approved

Denied

Mary Olson, Operations Coordinator

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 your request has approved or denied accessibility.)

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These rules include but are not limited to:

- Signs are posted with the regulations for the use of stadium turf. All users must adhere to all protocols outlined on these signs or any other signs posted within the rental area.
- Use will end at dusk on unlighted fields. Check your permit for specific times you may access the fields. Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields.
- Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. In post-season tournament play, the user should provide at least one person to direct participants and spectators to designated parking areas. No vehicles are allowed on District fields or property, other than parking lots, without written permission noted on the permit issued by the Facilities or Operations Department.
- Applicant's use permit must be available during use and presented to any City or School District representative upon request.
- No smoking or tobacco products or alcoholic beverages are allowed on Rockford School District property.
- Selling food or other items is not allowed without school District approval.
- Amplified sound is not allowed on any field without Rockford School District's approval. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Property boundary walls and fences are not to be used as backstops at any time.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Portable goals and/or markers are allowed but must be removed daily.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group's use must be picked up and cleared of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

Wet Field Policy: Groups may not play on fields closed due to wet field conditions.

Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

RPS205 Contact:
Mary Olson Operations Coordinator / Facilities Rentals
P. 815-489-7398 C. 779-537-0273

Name of Organization

Police Department 815-987-5645
Emergencies Only 9-1-1

Person Authorized to Sign Date

This form must be included with the Community Facility Request Form