

Norridge School District #80
Application and Agreement for Use of School Facilities

Application and Agreement for Use of Norridge School District 80 Facilities

This Application must be submitted to and approved by the Superintendent before any organization is allowed to use District facilities. Use of District facilities for school purposes has precedence over all other uses.

Organization name and Program/Activity	Requested School (Giles or Leigh)
Supervisor from organization <i>(must be 21 years of age or older)</i>	Phone and email address
Type of space requested: classroom, gym, cafe	Number of rooms
Day(s) of the week & Times of Use	Date(s) needed
Room arrangement or set up needed	Materials to be brought into facility

For use of District facilities, preference will be given to organizations that are service a majority of District 80 students and that are registered as not-for-profit organizations.

- 1. All organizations must supply adequate supervision to ensure proper care and use of school facilities pursuant to the following terms:**
 - The organization is responsible to the Board for the use and care of the school facility.
 - Sufficient, competent adult supervision must be provided.
 - All adult supervisors must have cell phones with them at all times.
 - Adult supervisors must ensure that no minor is left alone at any time during or after the activity.
 - Entering any room or area not approved for use by the organization is prohibited.
 - The adult supervisor will ensure that all participants vacate the facility at the scheduled end time. Use of the facility is not permitted past the agreed end time.
 - No furniture or equipment may be moved without prior written approval from the Building Principal.
 - Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls, doors, or windows.
 - The organization will not use any District 80 equipment, supplies, or materials.

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2. **The organization, with the exception of school-sponsored student groups, agrees to:**
- Indemnify and hold harmless Norridge School District 80, its Board of Education, Board members, officers, directors, managers, agents and employees from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of or in connection with the use of the District's facilities.
 - Waive and release any and all claims that may arise from or in connection with the organization's use of the District's facilities and that otherwise could be asserted against Norridge School District 80, its Board of Education, Board members, officers, directors, managers, agents and employees.
 - Pay any and all damages to school facilities, furniture, or equipment arising out of the organization's 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 of Education's discretion.
 - Pay for the theft, destruction, damage, or loss of all property of third persons occurring during the time

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of the organization's use of school property.

- Provide the District with a certificate of insurance naming **Norridge School District 80** as an additional insured. The certificate of insurance shall indicate that the organization maintains coverage against personal injury and/or property loss in an amount not less than \$2,000,000, and the organization must provide verification that the organization's insurance carrier has a Best's rating of A- 6 or better.

3. The estimated fees and costs are set by the NSD80 School Board and are as follows (to be completed by the Superintendent or his/her designee):

Type of Room Rented: _____ (\$200/month per classroom) X _____ (# rooms) X _____ (# of days)

Cleaning Charge: District 80 agrees to pay the current rate for cleaning/custodial services as set forth in the current District 80 contract with its custodial service company.

Deposit: \$ _____ to be paid prior to commence use of District facilities.

5. Payment Method: Check/Cash Money Order

If payment is by check, please make check payable to: Norridge School District 80

The District will provide an invoice to the organization monthly showing all charges incurred. Payment of invoice balance must be made within 30 days of receipt. If the organization has selected the credit card payment option, the organization hereby authorizes the District to charge the organization's credit card for the monthly invoice amount.

6. All organizations agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used.

7. All organizations 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 any activity not sponsored by the District, 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.

A copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* has been provided. 77 Ill.Admin.Code §§527.400(a) and 527.800(c). **Important:** State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated individuals 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 §527.100.

The undersigned hereby acknowledges receipt of a copy of the Plan for Responding to a Medical Emergency at a Physical Fitness Facility and that the Applicant has read and understands the information in Sections 5-7.

8. If the request involves a physical fitness facility, the non-school related organization 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 a Medical Emergency at a Physical Fitness Facility* 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.

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- 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 tour the facility before the activity.
 - Ensure that if an AED is used, the Superintendent is informed, and all appropriate forms are completed.
9. The organization will comply with all School District policies while using the school property.
10. The organization will comply with all security procedures of the School District and must cooperate with the Building Administrator ensure that the property/building is properly secured after each use, and will pay all costs associated with its failure to secure the property/building.
11. The organization may not use any part of the facility not specifically agreed to by the Building Administrator, and set forth on this Agreement.
12. Miscellaneous:
- No food or drink is to be consumed during times of use unless prior written permission is granted by the Building Administrator.
 - The organization and its participants may access the District-Guest internet connection, subject at all times to the District 80 Acceptable Use Policies and Acceptable Use Agreement for District Technology Resources.
13. The School District or the organization may terminate this Application and Agreement at any time with or without cause. In the event of termination prior to expiration, the School District will return any unused use and cleaning fees, minus any amounts otherwise due to the School District under this Application and Agreement due to the organization's obligations to pay for property damages, destruction, thefts, or losses.
14. Survival. The provisions set forth in Paragraph 2, above, shall survive the termination or expiration of this Application and Agreement.

I certify that I am authorized to act for the above-named organization. By submitting this Application, the applicant states that, for and on behalf of the named organization, he/she has read and agrees to the terms listed in the Application and to abide by all applicable Board of Education policies and administrative procedures. Failure to provide the required Certificate of Insurance and payment for fees/costs will result in cancellation of this Application.

I understand that: (1) the approval of this Application does not constitute recognition of my organization as a District- or school-sanctioned group or activity, and (2) my organization may not represent itself or any of its activities as being District- or school-related based on approval of this Application.

_____	_____
Applicant name (<i>please print</i>)	Telephone number
_____	_____
Address	Email address
_____	_____
Applicant signature	Date

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The Superintendent or designee will approve or deny this Application based on the information provided, the operational needs of the District and other criteria. *(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 central office, and send a copy to the appropriate Building Principal.)*

Approved

Denied

Superintendent or designee

Date

School: _____

Rooms: _____
