



KEENEYVILLE SCHOOL DISTRICT 20

5540 Arlington Drive East, Hanover Park, IL 60133 | (630) 894-2250 | www.esd20.org

USE OF KEENEYVILLE SCHOOL DISTRICT 20 FACILITIES

By submitting an Online Event Request via Keeneyville School District 20's event management system, you, your organization, and/or group agree to the following (1) Terms and Conditions, (2) Hold Harmless Agreement, and (3) submit a Certificate of Insurance.

1. Terms and Conditions for Use of Facilities

- Please note that internal use of facilities by Keeneyville School District 20 will take priority over other uses, including any and all school events that may be scheduled throughout the school year. If there is a scheduling conflict in the use of space, District 20 will be allowed to utilize the space, and community requests may be changed or denied. We will make every effort to find an alternative space for community groups, if possible.
- Building doors will not be unlocked or propped open due to safety and security concerns. A violation of this rule will result in revoking the approval for organizations' use of facilities.
- The organization is permitted to use only the room(s) agreed upon and may not utilize other spaces, common areas, or hallways for their activity/event.
- The organization's representative (e.g., instructor, coach) must supervise the group at all times while in District 20's buildings and campus. Ball playing and improper behavior are prohibited at any time in the common areas or hallways.
- All property will be maintained and left in the same condition as it was found.
- Any damaged or lost items will be billed to the organization for replacement.
- The organization must maintain and provide the District with proper insurance for the entire time of the property usage.
- By submitting an Online Event Request, you agree to the terms and conditions of District 20's Use of Facilities and the Hold Harmless Agreement.

2. Hold Harmless Agreement

You and your organization/group agree to defend, indemnify, and hold Keeneyville School District 20, DuPage County, Illinois, the Board of Education, its members as individuals, and its employees free and harmless of any and all liability, costs and expenses (including attorneys' fees and costs) related in any way to threaten or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whatsoever, caused by, connected with or arising directly or indirectly wholly or in part, from any use or operation of the school premises, resulting in any manner from the use authorization granted by the Board of Education. It is further understood and agreed that Keeneyville Elementary School District 20 assumes no obligation or responsibility in connection with the use of school facilities. We/I further agree to assume all costs of damage to the buildings and/or contents during our authorized use of the facilities and as a result of such use of the buildings and/or contents.

3. Certificate of Insurance Required

A Certificate of Insurance will be required from all non-school related groups to verify that the group maintains adequate insurance coverage against personal injury and/or property loss and to guarantee the payment of any claims for injuries or damage to persons or property occurring during or arising from, use of the premises by any group or organization. Such insurance shall cover Keeneyville School District 20, the Board of Education thereof, the members of the Board of Education individually, and all employees of the School District and shall be written by an insurance company with at least an "AA" financial rating by Best's Insurance Reports, with policy limits in the amount of \$300,000 per person and \$1,000,000 per occurrence. Such insurance must contain a clause that it is cancelable only upon 10 days' written advance notice to Keeneyville School District 20. A certificate showing such insurance must be filed with the Superintendent at least 5 days before the proposed use of the facilities.