O'Fallon District 90

Facility Rental Requirements

Certificate of Insurance due 1 week prior to the event and meets the following conditions:

Damage Limits-

General Aggregate = $1,000,000

Personal & Advanced Injury = $1,000,000

Each Occurrence = $1,000,000

Fire Damamge = $50,000

Medical Expenses = $5,000

Covered Entities-

The Insurance Certificate must also list O'Fallon School District #90 as an additional insured entity under the "Certificate Holder"

Note: If using Carriel Jr. High or Fulton Jr. High, please note you will not have access to the stage lights and sound system. You may bring your own light and sound equipment.

The total figure represents the contracted charge and will be the same unless additional custodial service or school equipment is needed. If the equipment or building is damaged during this event, you will be billed for the actual cost or repairs or replacement at the discretion of the Board of Education. It is expected that the building is left in the same condition in which it was upon arrival. If not, one warning will be issued. The second instance will result in the cancellation of this agreement with no refund.

Permission for the use of school facilities is automatically cancelled on those days when school has been cancelled due to weather conditions. District 90 will not responsible for the upkeep of the athletic fields.

In consideration of being provided access to property and facilities of O'Fallon Community Consolidated School District #90, in connection with the activities or events described herein, *I, along with any person attending this event, waive any claim or right of recovery against O'Fallon Community Consolidated School District #90,* as well as any of its officers, agents, employees, or school board members (referred to hereinafter as "School District"), whether for personal injury, property damage, or other loss of any kind.

I understand that my use of the school facilities is a non-school sponsored event, and is not organized, operated, regulated, supervised, or insured by the School District, and that I participate in such activity at my own and sole risk. For example, the School District provides no first aid, emergency services, transportation, supervision, or security for non-school sponsored events and activities.

All advertisements and information must note the name of the organization and the telephone number of a contact person and should neither imply the endorsement of the District nor have the District phone number listed. Advertisements must not be made or distributed prior to approval of a requested usage and execution of a rental agreement.

If I (or anyone attending this event) damages any building, facility, equipment, or other property of the School District or others during or related to my use of school property or facilities, I understand I am personally financially responsible. I will hold the School District

harmless from any claims arising out of my participation in the activity or event. I (or anyone attending this event) agree to remain in the designated rental areas. Renters may not enter building areas not covered by this agreement. Minors
(21 years of age and under) shall be supervised by adults over the age of 21 at all times.

There shall be NO selling, giving, or drinking of any alcoholic beverages or narcotics on the school premises. There shall be NO smoking or vaping on school premises. There shall be no use of profane language, quarreling, fighting, or gambling be permitted on the school premises.

I understand that this document applies to each and every time I use the school facilities or school property as described herein. Any violation of the rules and regulations shall be grounds for cancellation of this agreement and shall bar further use of school facilities. I understand that no one is authorized to change the terms of this document, and any purported changes or alterations are of no effect, except as authorized by the Superintendent of O'Fallon Community Consolidated School District #90 in writing.

I hereby declare the facts in the foregoing application are true of my own knowledge and that I have read and agree to the regulations listed in the attached documents. This statement is made under penalties of perjury.

I hereby certify all volunteers have completed a certification process and properly vetted through the Illinois State Police sex offender registry.

Fees for Rental of School Facilities

Amelia Carriel Gymnasium	$250.00
Amelia Carriel Cafetorium	$250.00
Amelia Carriel Multi-Purpose Room	$250.00
Amelia Carriel Kitchen	$250.00
Edward Fulton Gymnasium	$250.00
Edward Fulton Multi-Purpose Room	$250.00
Edward Fulton Kitchen	$250.00
Delores Moye Gymnasium	$250.00
Delores Moye Multi-Purpose Room	$250.00
Delores Moye Kitchen	$250.00
Marie Schaefer Gymnasium	$150.00
Marie Schaefer Multi-Purpose Room	$150.00
Marie Schaefer Kitchen	$150.00
Estelle Kampmeyer Multi-Purpose Room	$150.00
Estelle Kampmeyer Kitchen	$150.00
LaVerna Evans Multi-Purpose Room	$150.00
LaVerna Evans Kitchen	$150.00
J.E. Hinchcliffe Multi-Purpose Room	$150.00
J.E. Hinchcliffe Kitchen	$150.00
Any other room in a school	$ 50.00
Any athletic field (baseball, softball, soccer) one-time fee for each season	$100.00

- When air-conditioning is required, the fee shall be $25.00 higher.

- At Carriel, Fulton, and Moye an additional $150.00 application fee will be assessed on the use of a room listed above rented in addition to the primary rental space.

- For rentals of all rooms in the facilities, except athletic fields that have repeated use in the same request (i.e., weekly practices on designated days, multiple day events), the application fee will be a one-time fee and each additional usage will be charged out at $31.00 per hour with a minimum one hour charge.

- If a facility is rented for a time when the custodian is not regularly on duty, the group shall pay for the use of a district custodian at a rate of $46.00 per hour**. The custodian will be required to open the facility, to remain in attendance** during the entire time for which approval has been granted, and to ensure the security of the facility after use. An additional hour will be added for clean-up.

Custodians are capable of handling on-site issues and emergencies that may arise during the rental.

- All facility rental applications will be finalized and released after full pre-payment has been received by the district.

- **There will no modifications made to the athletic fields without prior permission from the Director of Facilities and Grounds.**

Priorities for use of school facilities:

1. The O'Fallon Community Consolidated School program shall receive priority for the use of school facilities and equipment.
2. Related school organizations such as high school activities, PTO, etc., shall be given priority over non-related organizations.
3. Charitable and non-profit organizations will be given priority over those desiring to use the school facilities for financial profit.

NOTICE OF EMERGENCY PLAN

O'Fallon Community Consolidated School District No. 90 has adopted and implemented a Medical Emergency Procedure which encompasses the use of an Automated External Defibrillator or "AED". A copy of the District's Medical Emergency Procedure may be obtained by contacting the District Office at (618) 632-3666.

AED location at the District Office:

- East wall of the reception area, outside of the conference room entrance.

AED locations at each school building:

- Amelia Carriel Jr. High School: 451 N. Seven Hills Road
  - Nurse's Office in Main office
  - East wall by gym entrance
  - West wall by gym entrance
- Delores Moye Elementary School: 1010 Moye School Road
  - Nurse's office in Main office
  - Entrance to gymnasium, north in main hallway
  - Southwest green hallway-outside classroom E-11
  - Cafeteria at northeast doors going to blacktop
- Edward Fulton Jr. High School: 305 Kyle Road
  - North wall in the main lobby, to the right of the boys' restroom
  - Upstairs in the center of the building next to the student's bathroom
  - Nurse's office in Main office
  - PE department
- Estelle Kampmeyer Elementary School: 707 N. Smiley Street
  - Main hallway, south of cafeteria, across from nurse's office
- JE Hinchcliffe Elementary School: 1050 Ogle Road
  - Southwest corner of multi-purpose room
- LaVerna Evans Elementary School: 802 Dartmouth Drive
  - Southeast wall of cafeteria/gymnasium
- Marie Schaefer School: 505 S. Cherry Street
  - Northwest entrance of the gym
  - North end of B hallway

In the event that a medical emergency occurs, please make sure that ***9-1-1* is called immediately.** In addition, please have the custodian contact the building principal.

O'FALLON COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 90 assumes no liability for loss or damages incurred as the result of the negligent use or failure to use the AED or allegedly resulting from the adoption or implementation of the Medical Emergency Procedure. Additionally, the organization is responsible for the cost of the AED if not returned in good working order or if not returned at all; that cost is $3,500.00.

The undersigned acknowledges that they agree with the terms of this Notice, acknowledges that they have received a copy of the Notice, and acknowledges that it is their responsibility to have a trained AED user present while the facility is being used. O'Fallon Community Consolidated School District No. 90 will not provide a trained AED user for non-school functions.