

McLean County Unit District No. 5
REGULATIONS FOR USE OF DISTRICT FACILITIES

An 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.

- 1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.**
 - a. Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
 - b. No furniture or equipment may be moved without prior approval from the Principal.
 - c. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- 2. All non-school related groups must agree to:**
 - a. 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.
 - b. 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 Board's discretion.
 - c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
- 3. All non-school related groups must pay the fees outlined in the Permit for Use of District Facilities.**
 - a. All non-school related groups must understand that actual charges may exceed estimated charges for said facilities, and agree to pay actual charges within 30 days of billing.
- 4. The use of school facilities for school purposes has precedence over all other uses.**
- 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 using an indoor physical fitness facility must agree to follow the District's *Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility, 4:170-AP6*.**
 - a. **Important:** The District will not supervise the activity nor will it supply individuals to act as emergency responders.
- 7. If the request involves an indoor physical fitness facility, the non-school related group must:**
 - a. Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
 - b. Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
 - c. Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - d. Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
 - e. Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
 - f. Arrange for at least one emergency responder to have a tour of the facility before the activity.
 - g. Ensure that if an AED is used, all appropriate forms are completed (4:170-E6, *Automatic External Defibrillator Incident Report*).

APPLICATION AND AGREEMENT GRANTING USE OF DISTRICT FACILITIES
McLean County Unit District No. 5 ~ 1809 W. Hovey Ave., Normal, IL 61761-4339

INSTRUCTIONS: This form must be completed and filed at the facility for use at least five (5) days in advance of intended use of facilities. Regulations and fees for use of such facilities are printed on a separate sheet.	Organization Name: Contact Name: Address: Email: Telephone:
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School/District Facility:
Specific Facility Area(s) to be Used:
Program/Activity:
Date(s) and time(s):
Facility Equipment or Special Services Requested:
Food Service Requested:
Materials to be Brought into Facility:
Setup Arrangements Requested:

I have received *Board Policy 8.30 - Visitors to and Conduct on School Property* and agree to abide by the regulations stated in this application and to adhere to all Board policies and administrative procedures.

Applicant name *(please print)* Telephone number

Address

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 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 Principal.)*

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