

**Request for Use of School Building or Grounds**

Complete form and return to: Eswood C.C.S.D. #269 304 N Main Lindenwood, IL 61049

The Eswood Community Consolidated School District #269 permits the use of its buildings and facilities by groups with a majority membership from the Eswood Community. However, due to matters concerning the school district’s liability insurance protection, such usage must be similar to activities benefiting the entire community, of groups involved in nonprofit athletic competition, and for scholastic activities are appropriate. Non- public community functions are asked to contribute \$65.00 for gym use, \$30.00 for atrium use, \$25.00 for kitchen use, and \$20.00 for stage use. All other areas except restrooms are off limits.

Organization requesting the use of Eswood School facilities:

\_\_\_\_\_

Purpose of the use of the facilities:

\_\_\_\_\_

Areas to be used:       Kitchen \$25.00     Atrium \$30.00     Gym \$65.00  
                                  Stage \$20.00       Grounds

Dates to be used: \_\_\_\_\_ Times to be used: \_\_\_\_\_

Contact Person: \_\_\_\_\_

In order to assure the legal protection of the school district and the community serves, the Eswood Board of Education has very specific rules and regulations for the use of its buildings and grounds. In order to assure compliance and the avoidance of problem situations, groups and organizations completing this application are encouraged to become familiar with Board policy and rules for the use of school facilities. Copies of the Board policy are available upon request.

Upon signing the Request for Facilities, the group or organization agrees to save and hold the Board of Education harmless of and from any and all loss, damage or injury which it might sustain or become liable for, to any person or persons whomever, or property, arising from any of the use of the school facilities.

We agree to these conditions as well as rules and policies as established by the Eswood Board of Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved                       Not Approved

Superintendent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Use of School Facilities**

### **I. General Requirements:**

- A. The School and its facilities shall be made available to the Eswood public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school. Use of the school and its grounds shall be limited to groups and organizations composed of a majority membership from Eswood community.
- B. Applicants for use permits must satisfy the superintendent that they are responsible persons and, if applicable, officially represent organizations; that they will guarantee behavior and will underwrite any damages due to their use; that their program is of a nature suitable from presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education.
- C. Responsibility for use of the facilities and observance of regulations shall rest upon the applicants. District Employees on duty at the time of usage are required to report any irregularities to the superintendent.
- D. Untruthful statements made in application or violation of regulations may place the responsible persons or organizations or both on an ineligibility list. Subsequent applications of such ineligible will be referred to the Board of Education which will determine whether disqualifications shall be temporary or permanent.
- E. General Public Organizations, Civic Groups, or groups involved in commercial rental, must agree to assume responsibility for all liabilities incident to occupancy, it being understood and agreed that the Community Consolidated Elementary School District assumes no obligation respective the use of such premises. Such groups, at the discretion of the Board of Education, may be required to obtain a certificate of insurance listing the Eswood School and members of the Board of Education as insured.
- F. Applicants not covered by these policies shall be referred to the Board of Education for action.

### **II. Special Requirements and Restrictions on Use:**

- A. The School may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
- B. Alcoholic beverages or illegal drugs or look-alikes are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain. Responsibility for control rest on the party signing the application.

- C. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according the number of participants. Adequate supervision and leadership must be provided throughout the period of authorized use. Meetings and activities shall close promptly at 11:00 p.m. or earlier, unless otherwise approved by the superintendent.
- D. Organizations using the facilities must set up and restore all furniture and equipment. Use of any materials on floors or other parts of the building without specific approval is strictly prohibited. Any decoration shall be erected and removed in such a manner that it will not be destructive of school property.
- E. Permit holder shall be responsible for all damage or loss of school property, including that belonging to students or employees, as well as property, occurring during the time the building is in use under the permit.
- F. The Board of Education, at its discretion, reserves the right to suspend, or terminate, the permit use at any time.

**III. Opening and Closing Requirements during Usage:**

- A. Permission for extended use must be sought in advance so that reservations may be placed on the school calendar.
- B. Prior to departure each group using the facilities is responsible for cleaning up their areas of usage, to secure all doors, to check rest rooms to assure that all toilets are flushed, and to see that lights are turned off. Any necessary actions by the school district to clean the areas will be charged to the user at a rate of \$12.00 per hour, with a minimum charge of \$12.00.
- C. Any organization using school facilities for an event at which there is a charge to the public may use the building at a cost determined by the Superintendent, relevant to operational and supervisory staff costs. Such use will also carry with it the requirement that the user furnish the school district with proper insurance protection. Exceptions to usage charges may be made for the service groups whose primary purpose is to serve and benefit the entire community.