Hillsboro CUSD #3

Facility Information

General Guidelines

As a service to the community, it is the interest of Hillsboro CUSD #3 to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the District. The use of District facilities for school purposes will have precedence over all other uses.

Facilities will only be used/rented to organizations outside of the District if there is a current certificate of insurance, hold harmless agreement, and application on file with the District.

Rules and Regulations

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities.

A responsible adult representative shall be present at all times.

Organizations or individuals not directly associated with the District must have a school employee in attendance at all times. The organization or individual must also have adequate adult supervision to ensure proper care of and use of District facilities.

Organizations or individuals using District facilities are expected to adhere to all District policies. Failure to do so could result in cancellation of facility use privileges.

Procedure For Scheduling

Application for the use of school facilities should be made to the Building Principal's office at least Fourteen (14) days before the scheduled event, or in the case of an emergency would be based on availability.

Approval to use District facilities will be granted by the Superintendent in keeping with District policies and regulations.

Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance and are required to provide a certificate of insurance which names Hillsboro CUSD #3 as an additional insured for the period of time that the organization or individual will be using the District's facilities, as well as sign the District's Hold Harmless Agreement.

All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

This Form was provided as a service to Hillsboro CUSD #3. This Form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2026, Bushue HR, Inc. All rights reserved.

Pricing and Terms

Group I: Not-For-Profits:

Organizations may request Group I status by submitting a written request to the Superintendent. The Superintendent may establish charges or provide District facilities at no charge for Group I organizations taking into consideration the services provided to District students and the costs to the District. (i.e. Youth Wrestling, Sports Association, Sports Boosters, HAMP – during workweek hours).

Group II: Community Organizations (Non-Student Affiliated):

1. Events Hosted by Group I Organizations during Weekend Hours
2. Civic Organizations such as Rotary Club, Sertoma, Lions Club, Farm Bureau, etc.
3. Religious or Fraternal Organizations
4. Independent Sports Groups (basketball, volleyball, etc. not affiliated with Hillsboro Sports Association)

Group III: Commercial and Political Activities (District Resident):

1. Political Party Organizations
2. Business Firms
3. Other Local Organizations (pageants, performances, etc.)

Groups I, II, and III using school facilities and charging admission fees with the intent to profit from the events will be subject to double the normal hourly rate for the Group. Since Group I normally pays no usage charge, they would be subject to the hourly fees for Group II.

The Superintendent and/or Building Principal under any circumstances have the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interests of the school or community.

If facilities are not left in a clean and acceptable condition, the renting organization will be responsible for a payment equivalent to four (4) hours of overtime cleaning costs. Glitter, aerosols, and other substances that may cause excessive cleaning or damage are strictly prohibited. Any individual or group found using these materials without prior authorization will be assessed a minimum $500 cleaning fee, in addition to any costs incurred for repair or replacement of damaged property.

All fees must be paid within ten (10) days of the billing date. Failure to pay will jeopardize future rental. Group III organizations may be required to pay a $100 deposit at the time of application, which will be applied to the total cost. In certain cases the Superintendent may request payment at the time of contract.

If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%.

This Form was provided as a service to Hillsboro CUSD #3. This Form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2026, Bushue HR, Inc. All rights reserved.

Hillsboro CUSD #3

Application for Use of District Facilities

INSTRUCTIONS: This form is to be completed, signed, and returned to the appropriate building administrator. The District will review your request, and a member of administration will contact you regarding facility use. ***A certificate of insurance including the District as an "Additional Named Insured", signed Hold Harmless Agreement, and signed Facility Use Agreement must be returned with this application before approval will be considered.***

NAME OF ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____ CONTACT NUMBER: _____

MAILING ADDRESS: _____ EMAIL: _____

TYPE/PURPOSE OF EVENT: _____

FACILITY APPLYING FOR *(Include all buildings and rooms to be used)*: _____

_____

DATE & TIME REQUESTE: _____

EXPECTED DURATION OF EVENT *(Include set up and clean up time)*: _____

IS THIS A SCHOOL RELATED EVENT: Yes / No

ANTICIPATED NUMBER ATTENDING: _____ ADMISSION PRICE: _____

SPECIAL REQUIREMENTS NEEDED (*i.e. Stage, Sound System, etc.)*: _____

_____

_____

LIST ANY ITEMS YOU WILL BE BRINGING IN: _____

_____

_____

NAME OF CURRENT INSURANCE CARRIER: _____

CURRENT LIMITS CARRIED: _____

By signing below, I am authorized to act on this request for the organization named above. I understand that granting of this request does not constitute recognition of such organization as a District affiliated group and the group or organization will not represent itself or any of its activities as affiliated with the District. I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

On behalf of organization named above, I have read, understand, and agree to comply with District policy relating to the use of District facilities. I have read and understand the facility use information and have been made aware of all costs associated with my use of the facilities.

_____ _____

Applicant Signature Date

This Form was provided as a service to Hillsboro CUSD #3. This Form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2026, Bushue HR, Inc. All rights reserved.

Hillsboro CUSD #3

Hold Harmless Agreement and General Release for Use of District Facilities

Agreement made this ___day of _____, 20___, by and between Hillsboro CUSD #3 and,

_____(hereby known as "Lessee") as follows:

For and in consideration of the use of Hillsboro CUSD #3 facilities on _____, Lessee does hereby discharge and fully release Hillsboro CUSD #3 from any and all damages, injuries, causes of action and liability arising out of the use of Hillsboro CUSD #3, including but not limited to, all injuries received or which may at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Hillsboro CUSD #3 to hold the said Hillsboro CUSD #3 free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Hillsboro CUSD #3 facilities on said date.

Further, the Lessee does hereby covenant and agree with Hillsboro CUSD #3 to fully defend, at their expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Hillsboro CUSD #3 facilities on said date.

Further, the Lessee does hereby covenant and agree with Hillsboro CUSD #3 to fully pay and reimburse Hillsboro CUSD #3 for any and all damage to Hillsboro CUSD #3 facilities resulting from Lessee using said facilities on said date.

Hillsboro CUSD #3

BY:_____ APPROVED: _____

Principal Superintendent

BY: _____

Lessee

This Form was provided as a service to Hillsboro CUSD #3. This Form or excerpts thereof may not be reprinted or distributed without the written permission of Bushue HR, Inc. Copyright 2026, Bushue HR, Inc. All rights reserved.