

RIVER BEND CUSD #2
1110 3RD STREET
FULTON, IL 61252
Building Use Form Application
For Activities Not Sponsored by the River Bend School District

_____ Hereby request permission to use the following school
Name of Organization property of River Bend CUSD #2

Person in charge _____
Address _____
Telephone _____

School: **FES** **RBMS** **FHS** (please circle one) Area of building and/or grounds desired for use (please circle one)

1. Cafeteria 2. All purpose room 3. Gym 4. Classroom
5. Other (describe) _____

Specific description and purpose of property to be used _____

_____ Date(s) requested _____ Time: From _____ To _____

Estimated attendance _____ Admittance charge: Yes _____ No _____

Is this a "money making" event? Yes _____ No _____ If so, who or what group is the recipient of the revenue?
_____ Organization's class _____

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- 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.
- 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 School Board's discretion.

_____ *Initial here if this is agreeable*

3. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that if an AED is used, the Superintendent or designee is informed and all appropriate forms are completed.
- Supply proof of insurance naming River Bend CUSD #2 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:
Insurance provider name and contact number: _____

_____ *Initial here if this is agreeable*

It is to be understood and agreed that additional personnel, i.e. custodians, stage manager, lighting technician, sound technician, stage hands, etc., will be paid for by the organization, and the school district has the right to assign personnel for any and all activities as deemed appropriate by the administration.

Date Signature of Event Coordinator

APPROVAL OF APPLICATION

There is no conflict with school activities in the use of the above properties and I, therefore, approve this request.

All employee rates shall be paid at "time and one-half" of their hourly wage. Assignment of personnel shall be determined by school administration exclusively.

Personnel Cost _____

\$10.00 an hour for facility use

Facility Cost _____

Superintendent's Signature Principal Signature

Complete the above information in triplicate and return to the building principal named above who will forward a copy to the Superintendent of River Bend CUSD #2

River Bend Building Usage Guidelines

It is the intent of the Board of Education to give first consideration to the school and the community within the confines of the River Bend School District #2. The School District does not wish to make money on building usage, but would like to recover costs associated with hosting events of non-school related activities. Funds collected for building usage are deposited into the operations and maintenance account.

The classifications are as follows:

Class 1- Use by the school: This includes curricular and extra-curricular groups and auxiliary organizations such as PTO, Music Boosters, Athletic Boosters, and Student/Parent sponsored activities designed to benefit the student body. Members of the instructional, parental or administrative staff will be in charge of these groups. No fees are assessed for usage.

Class 2- Use by school age groups that allow open enrollment such as Scouts, Fulton Recreation Association, Junior Tackle Football, 3-D Volleyball, IK Wrestling and similar organizations that benefit River Bend students. Adult members of the organization will be in charge of these groups. No fees are assessed for usage of the facilities for practices/games. However, custodial fess will be assessed when determined by the building principals/athletic director.

Class 3- Use by community, civic or service organizations for community projects or programs. Individuals who wish to use the facility for personal meetings, family events and other non-school related activities. Youth sports teams that are exclusive to memberships. Adult sporting teams, open gyms and other leagues. Adult members of the organization will be in charge of these groups. A \$10.00 dollar per hour fee will be assessed.

Custodial Fees- When deemed necessary by the principal or superintendent custodial charges will be included at an employee rate of "time and one-half." Assignment of personnel shall be determined by the school administration exclusively.

Insurance- Organizations in class 3 shall provide evidence of liability insurance for protection against accidental, personal injury and property damage. Evidence of insurance must be on file and attached to the application prior to approval.

Long Term Reservations- Groups that book spaces for long periods of time will need to pay a minimum of \$10.00 dollars when the reservation is not kept due to a last minute cancellation not related to school usage. Cancellations will need to be communicated to the business office for a refund.

Payments-All payments for use of the school facilities are to be made to the school district in full. Payments can be made to River Bend Community Unit District #2, 1110 3rd Street, Fulton, IL. 61252 within 30 days in receipt of the invoice.

(Revised 9/24/2015)