

Community Relations

Exhibit – Application and Procedures for Use of School Facilities

This application must be approved before a non-school related group is allowed to use school facilities or vehicles. 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. Use of school facilities for school purposes has precedence over all other uses.

- A. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities & vehicles.
- The non-school related group is responsible to the Board for the use and care of the school facility or vehicle. 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.
- B. 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 (incl. vehicles).
 - Pay any damages to school facilities, furniture, or equipment arising out of its use of school property or vehicles 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.
 - Supply proof of insurance naming Prairie Central CUSD #8 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
- C. 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.
- D. Non-school related groups shall adhere to all Board policies and administrative procedures applicable to the use of the District's facilities and vehicles, including, but not limited to, those regarding the presence of alcoholic beverages, illegal narcotics, weapons, and tobacco.
- E. A school custodian, furnished by the District but paid by the lessee, may be required during all, or a portion of, the rental time. The custodial fee shall be equivalent to the actual cost to the District for such an assignment.
- F. If the lessee prepares food as part of the rental event, a school cook or café worker may be required to supervise the use of facilities at the lessee's cost. The café cost shall be equivalent to the actual cost to the District for such an assignment.

G. All non-school related groups are responsible for the following rental fees:

1. PCUE/PCJH/PCHS Gymnasium	\$75.00
2. PCHS "Small" Gymnasium	\$19.00
3. PCJH/PCHS Cafeteria	\$50.00
4. PCUE/PCJH/PCHS Classroom	\$13.00
5. PCUE Commons	\$16.00
6. Chatsworth/Chenoa/Meadowbrook/Westview Gymnasium	\$25.00
7. Chatsworth/Chenoa/Meadowbrook/Westview Gymnasium and Cafeteria	\$50.00
8. Chatsworth/Chenoa/Meadowbrook/Westview Classroom	\$13.00
9. Vehicle	\$ 3.00/Mile + Driver

H. Civic organizations such as the Chamber of Commerce, the Rotary Club, the Lions Club, Boy and Girl Scouts, 4-H Clubs, and the Hospital Auxiliary may use a school building once each year without charge, except for the custodial and café fees, if applicable.

I. While the Board approves the rental of school property to churches or religious organizations under the same conditions which apply to civic organizations (F), it does not approve the rental to any church on a regular and permanent basis for worship services. This shall not be interpreted as forbidding rental to a church congregation, or its religion classes, displaced due to an emergency – e.g. a fire or storm - and in need of a temporary meeting place, provided such event or events are scheduled outside of school hours.

J. School District buses or vehicles may be rented when they are not needed for transporting students. A school bus must be driven by a District driver. The District shall charge a fee equivalent to the driver's pay, and \$3.00 per mile. Trips of an extended nature that cannot be completed in one (1) day, shall have the advance approval of the Board of Education.

POLICY RE-ADOPTED: October 18, 2004

POLICY AMENDED: October 16, 2014

RENTAL REQUEST

Prairie Central CUSD #8
605 N. Seventh St.
Fairbury, IL 61739
(815) 692-2504

Please complete:

Organization name	Requested school facility/vehicle
Adult Supervisor from Organization (<i>must be 21 years of age or older</i>)	Phone/email address
Program/Activity	Date(s) and start/end time(s)
Equipment needed	Materials to be brought into facility
Room arrangement, including decorations	Food service required
Insurance Provider Name/Contact Information (<i>Include Certificate of Coverage</i>)	

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name (<i>please print</i>)	Telephone number
Address	Email address
Applicant signature	Date

Building Principal

Approved Denied

_____	_____
Signature	Date

The Superintendent or designee will base his/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 Building Principal.*)

Approved Denied

_____	_____
Signature	Date

UNIT OFFICE USE ONLY

Fees: Vehicle/Facility Rental \$ _____ +Custodial \$ _____ +Café _____ =Total \$ _____
(Payable to Prairie Central CUSD #8 "Rental")

Copies: Unit Office ___ Principal ___ Maintenance ___ Custodian ___ Cook ___