

# School Facility Application

## General Guidelines

As a service to the community, it is in the interest of Paris Union School District No. 95 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 school. The use of high school facilities for school purposes will have precedence over all other uses. Facilities will only be used/rented to organizations if there is a current certificate of insurance, hold harmless agreement, and application on file with administration.

### 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. The organizations or individuals must also have adequate adult supervision to ensure proper care of and use of school facilities. Organizations or individuals using school facilities are expected to adhere to all school policies. Failure to do so could result in cancellation of facility use privileges.

### In addition to school policies, the following rules are of particular note:

1. Pay for any damage to school facilities, furniture, or equipment arising out of its use 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.
2. Supply adequate supervision to ensure proper care and use of school facilities.
3. No smoking or drinking of alcohol beverages is allowed on school property.
4. Do not move any furniture or equipment without prior approval of the administration.
5. Do not attach, nail, or otherwise affix signs, displays, or materials to school facilities without prior approval.
6. Agree to use appropriate emergency procedures including calling 911 for medical emergencies or calling 911 whenever an AED is used.

### Procedures for Scheduling

Application for the use of school facilities should be made to the Superintendent's office at least fourteen (14) days before the scheduled event, with allowances made in the case of an emergency. Approval to use school facilities will be made by the Superintendent or Board of Education in keeping with school 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 Paris Union School District No. 95 as an additional insured for the period of time that the organization or individual will be using the school's facilities, as well as sign the School's District's Hold Harmless Agreement. All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

### Pricing and Terms

The Superintendent under any circumstances has 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 interest of the school or community. All rental fees must be paid prior to the scheduled event date. If any other expenses are incurred they are due 30 days after the date of the event. 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%. A pricing sheet is available with the Superintendent.

## Hold Harmless Agreement and General Release for Use of School Facilities

For and in consideration of the use of Paris Union School District No. 95 facilities, Lessee does hereby discharge and fully release Paris Union School District No. 95 from any and all damages, injuries, causes of action and liability arising out of the use of Paris Union School District No. 95 , including but not limited to, all injuries received or which 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 Paris Union School District No. 95 to hold the said Paris Union School District No. 95 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 Paris Union School District No. 95 facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris Union School District No. 95 to fully defend, at their expense, any and all suites, causes of action, or any and all other lability 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 Paris Union School District No. 95 facilities on said date. Further, the Lessee does hereby covenant and agree with Paris Union School District No. 95 to fully pay and reimburse Paris Union School District No. 95 for any all damage to Paris Union School District No. 95 facilities resulting from Lessee using said facilities on said date.

By my signature, I acknowledge that I have read, understand, and agree to the Paris-Union School District Number 95 Hold Harmless Agreement and general Release for Use of School Facilities as written on this page.

**Requestor Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

# FACILITY REQUEST FORM

CONTACT INFORMATION			
Requestor Name:		<input type="checkbox"/> For-Profit	
Organization Name:		<input type="checkbox"/> Non-Profit <input type="checkbox"/> Individual <input type="checkbox"/> Public School Request <input type="checkbox"/> Other	
Phone   Fax			
E-mail			
Address City, State ZIP Code			
VENUE			
<b>Venue Request:</b> <input type="checkbox"/> PALS <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria <input type="checkbox"/> Computer Lab <input type="checkbox"/> Football Field/Track <input type="checkbox"/> Willis Center Gym <input type="checkbox"/> Gym <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Baseball Field <input type="checkbox"/> Softball Field			
<b>Food Service:</b> <input type="checkbox"/> I plan to cater. Name of Caterer: _____ <input type="checkbox"/> I plan to bring my own food.			
<b>Will your participants be charged a fee? If so, how much?</b>			
<b>Type/Purpose of Event:</b>			
<b>Anticipated Number of Guests:</b>			
<b>Name of Insurance Carrier:</b>		<b>Current Limits:</b>	
DATE/TIME			
Date of event:		Will you need any additional access to the building? (Explain)	
Start time of event:			
End time of event:			
Time doors open:			
Time doors lock:			
TECHNOLOGY & MAINTENANCE REQUEST			
<b>Check all that apply for the needs of your event:</b>	Check if you need assistance from Paris Union School District No. 95 with this need.	If you have arranged your own support crew, please explain below.	
<input type="checkbox"/> Sound (\$50/hr 4 hr minimum)	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Assistance with Curtains	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Chairs	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Band Stands	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Concert Shell	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Tables	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Microphones	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Computer	<input type="checkbox"/> Yes, we need assistance.		
<input checked="" type="checkbox"/> Custodial clean up	Mandatory \$100/Gym	-----	
<input type="checkbox"/> Risers	<input type="checkbox"/> Yes, we need assistance. <b>Quantity:</b>		
<input type="checkbox"/> Other	<input type="checkbox"/> Yes, we need assistance.		
<input type="checkbox"/> Other	<input type="checkbox"/> Yes, we need assistance.		
What items do you plan on bringing into the facility?			
AGREEMENT			
1. All fees/expenses are to be paid prior to the date of the event.			
2. Any damage to property and furnishing will be paid-in-full to Paris Union School District No. 95.			
3. A copy of your insurance is attached to this application.			
4. You agree to all the guidelines and policies set forth by the Paris Union School District No. 95 Board of Education.			
SIGNATURES			
Requestor Signature		School Authority Signature	
Name and Title		Name and Title	
Date		Date	

# OFFICE ONLY FORM

## Group Definitions

Group I: School Sponsored Organizations: School organizations may request Group I status by submitting a written request to the Superintendent. Student groups and recognized school organizations may use the school facilities at no charge.	Group II: Community Organizations (Non-Student Affiliated): <ol style="list-style-type: none"><li>1. Civic Organizations such as Kiwanis, Rotary, Lion's, etc.</li><li>2. Religious Organizations</li><li>3. Fraternal Organizations</li><li>4. Non-Profit Groups/Other</li></ol>	Group III: Commercial and Political Activities: <ol style="list-style-type: none"><li>1. Political Party Organizations</li><li>2. Business Firms or Private Individuals</li></ol>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*Group II organizations may use the school facilities at no charge upon determination by the Superintendent or designee that the facilities are being used for the direct benefit of the students. If the Superintendent or designee determines that the facilities are not being used for the direct benefit of the students, the regular fee schedule shall apply.*

## Fee Schedule

<b>Gym:</b> \$1000 per day	<b>Cafeteria:</b> \$500 per event	<b>Library:</b> \$500 per event	<b>Computer Lab:</b> \$250 per event	<b>Football Field and/or Track</b> \$250 per event
<b>Football Practice Field</b> \$250 per event	<b>Tennis Courts</b> \$250 per event	<b>Baseball Field</b> \$250 per event	<b>Softball Field</b> \$250 per event	<b>Custodial Fees:</b> \$50 per hour Gym: \$100
<b>Sound/Lighting Techs: (Must verify use of these services prior to the event with specific requirements stated in advance.)</b> \$50 per hour with four (4) hour minimum				

## Office Review

**The following items must be completed and turned into the school office before any approval for school facility use will be considered. Please ensure that items are all checked.**

- ☐ Facility Use Application Form
- ☐ Certificate of Insurance - Naming the District as an additional insured.
- ☐ Hold Harmless Agreement
- ☐ Approved
- ☐ Denied

**Additional Information Regarding the Approval/Denial of Application:**

\_\_\_\_\_  
**Superintendent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date the letter was sent to group/individual:** \_\_\_\_\_