



Jersey Community Unit District No. 100
100 Lincoln Ave. - Jerseyville, IL 62052
Phone: 618-498-5561 Fax: 618-498-5265

USE OF DISTRICT BUILDINGS

District facilities are first and foremost for use by District #100 students. District affiliated or sponsored organizations or classes are exempt from insurance and fee requirements. We are also a community and make our facilities available to others when not in use by school sponsored activities. The following guidelines are to be followed when buildings are for non-school sponsored activities:

If a group or individual scheduled usage conflicts with any Jersey Community Unit School District #100 activity, the school activity will take priority. Notification will be made as soon as possible in such an event.

Only individuals 21 years of age or older may rent any Jersey Community Unit School District facility.

All non-school sponsored groups or individuals **must** provide a certificate of liability insurance prior to approval from the district. Said coverage shall insure the user organization in the amount not less than \$1,000,000 for injuries for an occurrence and \$2,000,000 for general aggregate. The certificate of insurance shall name the school district as an additional insured. This certificate **must** be attached and delivered to the school's administrator.

Adult classes, church organizations (within Unit #100), parochial school sponsored teams (within Unit #100), and civic organizations such as Boy Scouts, Rotary, American Cancer Society, American Red Cross, Hospital, Health Department, etc. are **exempt** from use charges unless they charge an admission or monetarily profit from the use of the facility.

All non-school sponsored groups or individual (unless exempt) **must** pay a rental fee for the use of the building facility. The Board sets fees each July for the following school year.

When a group or individual is paying a fee, the amount is computed for 4 hours of usage to offset building expenses. Each hour over 4 hours will be charged on a prorated basis.

If it is necessary to "call back" or extend the working day of a cook or custodian, the group or individual using the facility will pay this cost. This cost becomes part of the total rental fee.

The Superintendent or his/her designee must approve use of the kitchen. If permission is granted a CFM (Certified Food Manager) **must** supervise the preparation of food and use of kitchen equipment. If the CFM is not a District #100 employee a District #100 employee **must** be present and assume responsibility to ensure that the kitchen and equipment are in the same condition as before the function.

Original copy: January 10, 2007
Presented to B.O.E.: October 17, 2007

I. Guidelines

A. Rental

- 1) Provide a certificate of liability insurance
- 2) Pay a rental fee set by the Board of Education

B) Rental Exempt (see above organizations)

- 1) Provide a certificate of liability insurance

C) Non-Rentals *

- 1) Provide a certificate of liability insurance
- 2) Waiver of fees from the Board of Education

*Waiver of rental fees MUST be approved by the Board of Education unless rental exemption applies.

*Special Condition: When a rental fee is waived by the Board of Education it is to be understood that a District #100 employee **must** supervise (remain with) the function taking place. The school employee will make arrangements with the building principal of the building to be used. (If a key is needed for the use of the facility arrangements should be made at this time)

The following guidelines MUST be met:

1. The school employee will be responsible for the building and its contents.
2. The school employee will be responsible for clean up so that the building is in the same condition as it was prior to the usage.
3. The school employee will be responsible for the security of the building and assure that all doors are locked before leaving.

All forms MUST be completed and copies returned to:

The Building Principal
of the building/facility you are
requesting use of.

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Administrative Offices
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Jerseyville, IL 62052



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PROCEDURE FOR FACILITY RENTAL

- Complete Application and Permit for Usage Form
- Complete Rules Pertaining to Facility Use/Rent Form
- Complete Indemnification Form
- Complete Event Schedule Form
- Submit Proof of Insurance attached to Request Form
- Submit payment for rental fee payable to **Jersey CUSD #100**

DISCLAIMER: Jersey CUSD #100 welcomes the use of the district's facilities to our community. However, the district is not in the business of hosting "professional" style activities. It is our desire to assist you in providing facilities for community-based programs. We wish you well in the success of your event.

Lighting and Sound Technicians

We do not provide professional lighting or sound people. Any such help that you would need, you will have to provide. There are some instances that we can suggest faculty, staff or students who may be able to assist. Their participation in your event is at the discretion of the individual and at your request. All details must be worked out in advance with those individuals. The cost of such assistance will be negotiated and in no way is part of the rental fee and is not paid by the district.

Custodial Services

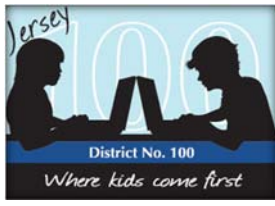
As stated in the request form, a custodian must be on duty and paid for by the renter. This cost is not a part of the rental fee. The job of the custodian is to take care of the basic needs for the renter including lights, tables/chairs, door locks, and bathrooms. It will not be their duty to provide any other help needed by the renter including but not limited to set-up or tear-down.

Facility Etiquette

We ask that the renters please vacate the premises at the scheduled time. We also ask that the renter leave the facility the same way in which it was opened to them – trash picked up, chairs stacked, concessions removed from the bleachers/stands. Any damage to the facility will be repaired by the district at the expense of the renter.

District Events

All district activities will take priority over any outside rental activities. The district reserves the right to cancel any rentals due to conflicts in scheduling or any other issue that may arise.



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APPLICATION AND PERMIT FOR USAGE OF SCHOOL PROPERTIES

Date of Contract _____ Facility to be Used _____

Copies Sent to Principal
 Unit Office

In accordance with the attached rules governing the use of Jersey CUSD #100 property, the undersigned hereby requests the use of facilities as set forth below: (Any request for changes must be done in writing).

Name of Organization _____
Address of Organization _____
Contact Person and Title (Must be 21 years) _____
Phone Number(s) _____
Date(s) Requested _____

Exact time property to be used From _____ To _____
Purpose for which property will be used _____
Approximate Number of People Involved _____

Fees: Rental _____ Cook _____ Custodian _____ Total _____

Remarks and Conditions: _____

Name of Employee in Charge: _____
Name of Certified Food Manager: _____
(if applicable) _____
Applicant Signature & Date _____
School District Official's Signature & Date _____

____ Permission for the use of the above described properties is hereby granted. All checks or money orders should be made payable to **Jersey CUSD #100**. A certificate of insurance adding Jersey CUSD #100 as an additional insured is required for all usage. The applicant agrees to pay for any additional usage or damage to facilities and will be billed accordingly.



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RULES PERTAINING TO FACILITY USE/RENT

Initial next to each item.

- ___ 1. Indemnify Jersey CUSD #100 (the District) against all claims by any person, partnership, corporation or association for any injuries or damage that might occur from facility usage. (Complete Indemnification Form)
- ___ 2. Furnish a certificate of liability insurance that guarantees payment of any claims that may occur or arise from the use of the facility. Said coverage shall insure the user organization in the amount NOT LESS THAN \$1,000,000 for a single occurrence and \$2,000,000 for general aggregate. The certificate of insurance shall name the school district as and additional insured and must be furnished prior to use. The insurance carrier must be A-rated as based on **Best Reports**.
- ___ 3. Honor all of the rights of individuals guaranteed by the state and federal laws including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act and Title VII of the Civil Rights Act of 1964. Users who violate these acts shall have their usage discontinued until such time they can demonstrate compliance.
- ___ 4. Accept responsibility for any damage to the facility/school, equipment or grounds including outdoors.
- ___ 5. Accept the restrictions of the date(s), hours and facilities specified in the request, unless the District imposes changes.
- ___ 6. Prohibit smoking and use of other tobacco products while on school property.
- ___ 7. Prohibit the use of alcohol and the possession or use of illegal drugs at any time.
- ___ 8. Appropriate clothing and/or shoes should be worn during the course of all activities.
- ___ 9. Enter and leave the facility at the assigned door.
- ___ 10. Office/school telephone use is prohibited except for emergency situations and restricted to local calls only.

- ___ 11. Secure the building (i.e. close doors and windows, turn off lights where appropriate).
- ___ 12. Confine the group to the area approved by the District to be used.
- ___ 13. Provide sufficient adult (a person aged 21 years or older) supervision at all times.
- ___ 14. Arrange for use of tables and chairs. The District will not provide technology equipment including the PA system unless approved by the Superintendent or his/her designee.
- ___ 15. Kitchen facilities and equipment are not available without special permission from the Superintendent or his/her designee. If permission is granted, a Certified Food Manager *must* supervise the use of the kitchen and/or equipment. To ensure that the kitchen and equipment are in the same condition as before the event, a Unit #100 employee *must* be present.
- ___ 16. Clean and restore facilities to their original condition. All trash must be placed in the provided receptacles or removed by the renter.
- ___ 17. Prohibit food and drink in non-designated areas.
- ___ 18. Leave furniture and equipment “as is.”
- ___ 19. Park in the appropriate parking spaces provided at each facility.
- ___ 20. Abide by any or all additional conditions imposed by the Board of Education or its designee.
- ___ 21. The District reserves the right to stop any activity and dismiss the group/individual if in the opinion of its representative, the group/individual is damaging the building or conduct exhibited is not appropriate. Damage assessments will be at the discretion of school officials.

I have read and agree to abide by *all rules* pertaining to Facility Use/Rental. I understand that in the event that my usage of a Jersey CUSD #100 facility disrupts the community or any school program, I/my organization will be barred from future use.

Authorized Signature _____
(Must be 21 years of age or older)

Printed Name _____ Date _____



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INDEMNIFICATION FORM

Please read this form carefully. Be aware that by using Jersey Community Unit School District #100 (District #100) facilities, you and your organization will be waiving and releasing all claims for injuries that your members might sustain.

1. Acknowledgment of Risk of Injury Clause:

“As a participant in the program, I/we (the group I represent) acknowledge that there are certain risks of physical injury and I/we assume the full risk of any injuries, including death, damages or loss which I/we may sustain as a result of participating in any and all activities connected with or associated with such program.”

2. Waiver of Claim for Injury:

“I/we agree to discharge, waive and relinquish District #100 officers, agents, and employees of all claims, demands, rights or courses of action present or future that I/we may have as a result of the use or intended use of facilities and participation in the program.”

3. Release from Liability Clause:

“I/we do hereby release and discharge District #100 and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I/we may have or which may accrue to me/us on account of our participation in the program.”

4. Insurance:

“I/we shall name District #100 as an additional insured on a liability insurance policy and said policy shall insure the user organization in the amount not less than \$1,000,000 for injuries for an occurrence and \$2,000,000 for general aggregate.”

5. Indemnity and Defense Clause:

“I/we further agree to indemnify and hold harmless and defend District #100 and its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me/us and arising out of, connected with, or in any way associated with the activities of the program and further agree to reimburse and pay District #100’s attorney’s fees for defending any action that may be filed against District #100 by a member or participant in the group.”

All District #100 facilities are equipped with Automated External Defibrillators.

I have read and fully understand the above Indemnification Agreement.

Authorized Signature _____
(Must be 21 years of age or older)

Printed Name _____ Date _____

EVENT SCHEDULING FORM

THIS FORM IS TO BE USED FOR ALL EVENTS OTHER THAN REGULARLY SCHEDULED ATHLETIC EVENTS. THE PURPOSE OF THIS FORM IS TO INSURE THAT ALL APPROPRIATE ACTIONS ARE TAKEN WHEN AN ACTIVITY IS PLANNED. (INCLUDE – ATHLETIC BANQUETS, MUSIC PROGRAMS, DRAMA PROGRAMS, FFA, NHS, IM’S, SOAP SCRIMMAGE, ETC.)

SPONSOR _____ DATE SUBMITTED _____

DEPT./SPORT/CLUB _____

ACTIVITY _____

DESTINATION _____

1ST DATE REQUESTED _____ START TIME _____

2ND DATE REQUESTED _____ START TIME _____

FORM STARTS WITH THE ATHLETIC DIRECTOR

INITIAL, DATE AND FORWARD WHEN ACTION IS TAKEN.

- 1. CHECKED CALENDAR AND TENTATIVELY PLACED DATE ON CALENDAR.**

INITIAL DATE

- 2. APPROVED/DISAPPROVED**

INITIAL DATE

- 3. INPUT TO COMPUTER.**

INITIAL DATE

- 4. TRANSPORTATION ORDERED**

INITIAL DATE

- 5. COPY TO HEAD CUSTODIAN**

INITIAL DATE

- 6. TRANSPORTATION**

VAN _____

SMALL WHITE BUS _____

No. of BUSES _____

- 7. TRANSPORTATION PICK UP TIME** _____

- 8. AUDIO VISUAL EQUIPMENT NEEDED (WHAT)** _____