

Community Use of Facilities
Regulations and Rental Charges

REGULATIONS

The Smithton C.C.S.D. #130 welcomes public use of facilities, when they are not in use for students. Due to security and safety concerns the District requires that the following regulations be observed:

- The building principal to avoid conflict with school functions must approve dates in advance.
- The principal and superintendent have the authority to approve the use of the facilities.
- An adult must directly supervise children at all times.
- Groups and individuals are limited to use of the area that was requested.
- It is expected that participants use appropriate behavior and language.
- District personnel must do all facility preparations.
- Use of facility is limited only to groups with prior approval.
- The groups must provide equipment unless prior approval is given.
- Renters shall not allow the use of tobacco, alcohol, or drugs in or on school property.
- Renters must provide for their own liability insurance protection and name Smithton C.C.S.D. #130 as an additional insured. The minimum amount of insurance is \$1,000,000.
- A cook must be present during the time the kitchen and equipment are being used.

Payment for the cook's time will be made payable by the renting organization directly to:

Smithton C.C.S.D. #130
Superintendent's Office
316 S. Hickory P.O. Box 395
Smithton, Illinois 62285

- A custodian, approved employee, and/or approved adult directly affiliated with the school district must be on duty when the facilities are rented.

Payment for the custodian's time will be made payable by the renting organization directly to:

Smithton C.C.S.D. #130
Superintendent's Office
316 S. Hickory P.O. Box 395
Smithton, Illinois 62285

- Activity groups directly related to District #130 and not-for-profit organizations using facilities to support students and activities of the school district shall be exempt from rental charges.
- Any non-school organization or individual using school facilities is liable and responsible for any damage/injury to property, person, or equipment that occurs as a result of using the school facility.
- By signing this agreement, the renter agrees to release and hold harmless the Smithton C.C.S.D. #130 and Board of Education and all its employees from any claim that may arise.
- This policy adheres to the rules and regulations of other District policies.

RENTAL CHARGES

The following fees shall be charged for rental of facilities and equipment:

<u>Facilities or Equipment</u>	<u>Not-for-profit Charge</u>	<u>For-Profit charge</u>
1. Gymnasium, Cafeteria, classrooms		\$35.00/hr
2. Sound System	\$30.00*	\$45.00

Renters shall also be charged the actual hourly cost for custodial time that is required to prepare before and/or clean after the rental time. *Renters shall pay a fee for an employee of the school district to operate this equipment.

Smithton Community Consolidated School District #130
316 S. Hickory Street P.O. 395
Smithton, Illinois 62285

COMMUNITY USE OF SCHOOL FACILITIES

The applicant hereby agrees to hold harmless and releases Smithton CCSD #130 and employees from any and all liability from any claim that may arise from their use of Smithton CCSD #130 facilities. The applicant is advised that they are responsible to meet requirement (liability insurance) prior to approval being granted. Further, the applicant agrees to the proper care of the school facilities, orderly conduct, prompt payment of fees, and responsibility for any damages that may be incurred.

District No. 130 reserves the right to cancel any approved application when school needs require and if it is deemed in the best interests of the school system.

Date of Application _____ Organization _____
For Profit Not for Profit

Facility Requested _____

Purpose of Rental: _____

Date to Be Used _____ Time to be Used _____

Renter's Liability Insurance Carrier: _____ Certificate of Insurance Must be Attached

<u>Equipment to Be Used</u>	<u>#Needed</u>	<u>Charge</u>	<u>Principal MUST Complete</u>	
Chairs	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tables	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spotlights	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable Stage	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sound System	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other _____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amount of Rental Fee		_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charges for Equipment		_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Custodial Charges		_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cook Charges		_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Charges		_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TOTAL		_____		

Requesting Organization Information

Contact Person: _____

Title: _____

Address: _____

Phone: _____

For Office Use Only

Approved Disapproved


Principal _____

Superintendent _____

Date: _____

Route to:

Applicant
 Principal
 Custodians
 Ray Lauer



WAIVER

I agree to waive any claim against the Smithton Community Consolidated School District #130 or its employees of any kind or nature of injury or damage and to hold the District harmless from any such claims and indemnify the District from any loss as a result thereof, except to the extent that the District has insurance coverage applicable to such claim.

Date: _____ Sponsor's Signature: _____

Please Print Athlete's Name Athlete's Signature (Legal Guardian if under 18 years old)

Address Phone Number

City, State, Zip Birthdate

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ATTACHMENT TO REQUEST FOR FACILITY USE

START DATE: _____ END DATE: _____

ORGANIZATION: _____

AGE OF CHILDREN: _____

Approximate number of participating children: _____

If your scheduled meeting conflicts with any Smithton Community School District #130 activity in the Smithton gym or cafeteria, the school activity will take priority. You will be notified as soon as possible in such an event.

If you have any questions, please call Smithton School Office (233-6863)