



**Community Use of School Facilities**

Applications must be **FULLY** completed for consideration and made at least one (1) month in advance to the Business Office.

- ❖ School facilities shall not be rented to individuals for personal usage or gain.
- ❖ It shall be the responsibility of the renting organization to see that all regulations are enforced by providing proper policing of the school premises and buildings.
- ❖ Any organization violating any provisions shall be denied further use of the school facilities.

**Requirements for usage:**

- Organizations using school facilities shall provide at all times adequate adult supervision to insure proper care of and use of school property.
- A regular school custodian and other school personnel as may be required to be present and in authority over the school properties while properties are being used for activities other than school purposes.
- Non-school affiliated organizations or individuals using school facilities shall be liable for any and all claims, demands and causes of action which may at anytime be made or instituted against the District arising out of or in connection with their occupancy of any part of the facilities. The organization or individual shall be fully responsible for and shall indemnify the district against damage to school property occasioned by or occurring during any organization's or individual's use of the property.
- A Certificate of Insurance providing public liability insurance for a minimum of \$300,000 with a responsible insurer must be in the Business Office before the facilities are used or use cannot be permitted.
- It shall be the responsibility of the organization or individual to see that unauthorized portions of District facilities are not used and that the premises are vacated as scheduled.
- The District shall not be liability for personal property lost or stolen.
- Smoking, alcoholic beverages, any controlled substances, or profane language will not be permitted on school premises. It is the responsibility of the organization or individual to enforce these regulations.
- All drinks and/or food items shall be limited in designated areas and in no other place in the building.
- A room used by the organization or individual shall not exceed the legal maximum seating capacity for that room.
- Areas used shall be returned to the original arrangement upon completion of the event.

**Charges:**

**All arrangements shall be made through the DISTRICT OFFICE.**

**All charges for rentals, custodian charges, etc., shall be paid to Gibson City-Melvin-Sibley Community Unit School District #5, 307 N Sangamon Ave., Gibson City, IL 60936**

1. To all rentals there shall be added a custodial charge of \$30.00 per hour with a minimum charge of one hour. This charge shall be made for all of the extra hours necessary for the custodian to work in setting up, events, and clean up.
2. To all rentals using the kitchen facilities a cook charge of \$30.00 per hour shall be added with a minimum charge of one hour.
3. If rentals are scheduled and not canceled before custodians have prepared for the rentals, the amount due the janitor shall be payable.

**Keep this page for reference and turn in the second page to request usage.**

# GIBSON CITY-MELVIN-SIBLEY COMMUNITY UNIT SCHOOL DISTRICT #5

## Community Use of School Facilities

Organization represented. \_\_\_\_\_ Today's Date \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose of usage \_\_\_\_\_

Building and rooms and/or materials requested for use \_\_\_\_\_

Date(s) requested for use \_\_\_\_\_ Fees **you will be charging** participants \_\_\_\_\_

Time Span of requested usage (include setup & cleanup) \_\_\_\_\_

List materials that will be brought into or near the building \_\_\_\_\_

<u>Areas requested</u>	<u>Fees</u>	
Gyms		
No admission is charged	\$30.00	_____
If admission is charged	\$50.00	_____
Cafeterias/Commons		
If used for a meeting and no food is served	\$30.00	_____
If a food is served or if the kitchen is used	\$50.00	_____
	Subtotal=	_____

### Staffing Fees

Custodians	\$30/hr	_____
Supervision	\$35/hr	_____
	Subtotal=	_____
	<b>Total to be paid=</b>	_____

Address for billing: \_\_\_\_\_

(Payment to: Gibson City-Melvin-Sibley CUSD#5, 307 N Sangamon Ave., Gibson City, IL 60936)

"The undersigned represents that he is authorized to act on this request for the organization named above and understands that granting of this request does not constitute recognition of such organization as a school-connected group nor used of the building space or other facility by the organization is not covered by school insurance; and agrees that such organization will not represent itself or any of its activities as school connected."

I/We do hereby stipulate and agree to indemnify and forever hold harmless said Gibson City-Melvin-Sibley Community Unit School District #5 against any and all claims and demands or actions which may hereafter at any time be made or instituted arising out of our use of the facilities of Gibson City-Melvin-Sibley Community Unit School District #5.

I/We certify we have received and agree to the facility use requirements and fees.

Signed \_\_\_\_\_ Date \_\_\_\_\_