

APPLICATION AND PROCEDURES FOR USE OF SCHOOL FACILITIES

To be submitted to the District Office

BUILDING REQUEST FOR (please check one):

Shiloh Elementary School Shiloh High School

This application must be approved before a non-school related group is allowed to use school facilities. 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.

Organization Name _____

Name of Program/Activity _____

Date requested _____ Starting time _____ Ending time _____

Areas to be used _____

School equipment requested (please be specific) _____

Materials to be brought into facility _____

School food service required: Yes No Provide specific details of your food service needs _____

RULES FOR BUILDING USE

Renters may enter the building fifteen (15) minutes prior to the start of rental time and must leave the building within fifteen (15) minutes of the end of rental time.

Problems resulting from building rental shall result in discontinuance of rental to all groups.

All terms and conditions contained within Board Policies 8:20 and 8:30 apply (attached).

1. All non-school related groups must supply adequate adult supervision to ensure proper care and use of school facilities.

- Only the cafeteria, gymnasium, and athletic field, along with needed hallways, restrooms, and parking areas, are available for community use.
- 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.

_____ *Initial here if this is agreeable*

2. 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.

- Pay any damages to school facilities, furniture, and/or equipment arising out of its use of school property 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 District's discretion.
- Reimburse to the District all wages for required personnel, including mandated benefit contributions such as FICA and IMRF.
- Provide Proof of Insurance verifying that the group and/or individual maintains adequate insurance coverage against personal injury and/or property loss. Insurance must name Shiloh CUSD #1 as "additional insured."

Insurance provider _____ Phone _____
 _____ *Initial here if this is agreeable*

3. All non-school related groups must pay the following fees:

- Rental charge (unless waived by Board policy) \$ _____
 _____ *Initial here if this is agreeable*
- Food service (cost as determined by the District) \$ _____
 _____ *Initial here if this is agreeable*
- Name of District personnel if to be present as supervisor _____
 Total hours _____ x Hourly rate \$ _____ Total personnel cost \$ _____
 _____ *Initial here if this is agreeable*

4. The use of school facilities for school purposes has precedence over all other uses.

_____ *Initial here if this is agreeable*

5. 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.

_____ *Initial here if this is agreeable*

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

 Applicant name (*please print*) Telephone number

 Address

 Applicant signature Date

The Superintendent will base his/her decision on the information being provided in this application as well as other criteria deemed important.

Board approval required: Yes No Next regularly scheduled meeting _____

Approved Denied

 Superintendent Signature Date

(After determination is made return a copy to the applicant, keep the original in the District Office, send a copy to the Building Principal, maintenance department and appropriate custodial staff)

COMMUNITY RELATIONS - Policy 8:20

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

COMMUNITY RELATIONS - Policy 8:30

Visitors to and Conduct On School Property

The following definitions apply to this policy:

School property – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal's office or the Unit Office and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee;
- or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in

- child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property: refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied permission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.