

BUILDING AND GROUNDS REQUEST & AGREEMENT FORM

Date (s) requested _____ Admission Charged: Yes _____ No _____

Time (s) requested (From –To) ex: 7PM-10:30PM

Building Access M _____ Tu _____ W _____ Th _____ Fr _____ Sat _____ Sun _____

Activity Time M _____ Tu _____ W _____ Th _____ Fr _____ Sat _____ Sun _____

Full Name of Organization _____

Mailing Address _____

Representative _____ Telephone _____

Attendant Responsible _____ Telephone _____

Certificate of Insurance required: Yes _____ No _____ Fee _____ Class of Organization (circle) A B C

District Staff Required: Yes _____ No _____ See below

FACILITY (Check)

- _____ Gymnasium
- _____ Classroom (s) _____ # of Rooms
- _____ Kitchen
- _____ Dining Area
- _____ Auditorium
- _____ Computer Lab
- _____ Commons Area
- _____ Balcony
- _____ Fitness Room
- _____ Concession* (Outdoor Indoor)
- _____ Athletic Field (Baseball– Softball – Soccer – Tennis – Track –Football)

EQUIPMENT (Check)

- _____ Podium
- _____ # of Chairs
- _____ # of Tables
- _____ Public Address System
- _____ Lighting Equipment
- _____ Press Box
- _____ Lights
- _____ Water
- _____ Waste Removal

Charges: Facility (s) \$ _____
 Personnel _____
 Other Costs _____ For _____
 Deposit _____
 Total \$ _____

***MUST HAVE A HEALTH DEPARTMENT PERMIT & CERTIFIED FOOD MANAGER ON SITE**

School rep. verification of facility availability _____ Date _____

Renter Representative _____ Date _____

Use Approved _____ Disapproved _____

Superintendent _____ Date _____

That Marengo Community High School District #154 (hereafter referred to as “Party of the First Part”) does lease its environs to the _____ (hereafter referred to as “Party of the Second Part”) for approximate dates listed below, and that the Party of the Second Part shall pay the Party of the First Part (School) \$ _____ for the lease and use of said property.

The person, organization, group, team, agency or business requesting use of the facility will be referred to as the "Contractor" and shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, patent infringements or copyright infringement claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against the Board in consequence of the granting of this contract, or which may in any way result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the subcontractors or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the Board in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any insurance protection required shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.

The School shall coordinate its schedule with the other lessees.

The Party of the Second Part understands that in all situations that Marengo Community High School Programs will take precedent over any prior agreement. This simply means that the Party of the Second Part may have to surrender said facility for high school programs due to extenuating circumstances.

Before and after facilities are utilized, an inspection of the requested area(s) will be made. All non-school related groups must agree to pay any damages 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.

All non-school related groups must agree to use appropriate emergency procedures including call 9-1-1 for medical emergencies and whenever an AED is used.

All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility, 4:170-AP6. Important: the District will not supervise the activity nor will it supply individuals to act as emergency responders.

_____ Activity being proposed is not in an indoor physical fitness facility.

If the request involves an indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for a least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are completed (4:170-E6), Automatic External Defibrillator Incident Report).

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

Signature of The Party of the Second Part

Date

Received Payment of \$ _____ Cash _____ Check _____

Received Deposit of \$ _____ Cash _____ Check _____

*NOTE: PAYMENT/DEPOSIT MUST BE MADE WITH THE REQUEST

Facility Use Agreement – Revised 8-1-2011