CLINTON COMMUNITY UNIT SCHOOL DISTRICT #15 1210 ROUTE 54 WEST CLINTON, ILLINOIS 61727

APPLICATION FOR THE USE OF SCHOOL PROPERTY

Note: Complete this form and return to the BUILDING PRINCIPAL'S office. This form is to be approved by the Building Principal first. It is then sent to the Business Manager in the Unit Office. Charges will be noted on the form along with the approval. One copy will be kept for the files, one copy returned to the Building Principal, one copy mailed to the organization, and one copy for the custodian. Payment of all fees in relations to the use of the property shall be made to the District Business Office.

	Date of Applic	ation:	
	desires to ren	t:	
Name of organization/individu			(Rooms in building)
Building name:		·	
Begin time:	A.M. or P.M. to End	d time:	A.M. or P.M.
Circle event purpose: social, meetin	g, meeting with meal, commercia	l, fund raiser, personal gai	n, other (note)
Equipment needed (circle): chai	rs #, tables #, micro	phone, overhead/scree	n, other
H.S. Auditorium	(circle): sound booth, 1 spotli	ight, 2 spotlights, mic - v	wired or portable, screen.
Is kitchen needed for the prepara	ation of food?		
Type of group/organization: social	al/church, commercial/busines	s, other (note)	
Is this a community group?	Yes No Clinton youth	only involved? Yes	No
Special Requests:			
Organization	<u>Charges:</u>		
Ву:			
Address:			
Phone #:			
Title of Contact: Note: Custodial fees will be			vill be charged as needed.
Signature of Contact/Respor	nsible Party:		
APPROVED BY:		APPROVED BY	:
Building Principal/Represer	ntative		Business Manager
			G
Date			Date
THE USE OF THIS FACILITY/GI COMPANY SHOWING THE CLI			
CERTIFI A copy of the insurance certificat	CATE OF INSURANCE REQU e must be received seven (7) of		FAX # 217-935-2300

NOTE: THE DISTRICT RESERVES THE RIGHT TO REFUSE THE USE OF SCHOOL PROPERTY AT ANY TIME.

(See back side for other conditions of use and fee structure)

(Conditions of Use)

- 1. Organizations, groups or individuals renting school facilities are responsible for the proper usage of the school building and facilities.
- 2. Food, including soft drinks, may be served only in the areas designated by the Board of Education and/or administrative staff.
- 3. Under no circumstances may alcoholic beverages be permitted on the school premises or brought into the school buildings.
- 4. Proper supervision as needed shall be provided at the expense of the organization using the facility. If necessary, police attendance may be required. Persons connected with the group renting a facility should not be in the school building other than the rooms engaged and direct approaches to the facility.
- 5. A district cafeteria employee must be employed when kitchen facilities are rented to supervise the use of kitchen equipment while food is being prepared on the school property.
- 6. A custodian is required to open and close school buildings unless the building principal has approved other arrangements for proper supervision. The use of a custodian may require an additional fee for the rental of the facility.
- 7. Putting up decorations or scenery, or moving pianos or other furniture is prohibited unless specific written permission is granted. (please note all requests on the application)
- 8. Effective January 2010, a trained AED operator is no longer required to be present at an activity that is provided by a private or not-for-profit organization and supervised by persons other than school employees.
- 9. Applicant is responsible for and agrees to make payment for any loss or damage resulting from the use of school facilities.
- 10. Any damaged property must be replaced in full.
- 11. Pick up and return any rental equipment.
- 12. State law forbids use of tobacco in any form, in all public school buildings and on grounds. There are no exceptions as to time of day, day of the year or parties using the buildings or grounds. Anyone desiring to use tobacco products must leave the school property to do so.
- 13. Shoes that are appropriate to the activity being provided by the group will be a requirement.
- 14. In the event that the school needs the facility for a school activity, the request for the use of the building/space will be canceled.

Signature of Contact/Responsible Party	 Date	