



Illini Bluffs CUSD #327

Collaboration. Community. Commitment.

TO: Groups Using Illini Bluffs District #327's Facilities
FROM: Steve Schafer, Activities Director
RE: Facility Usage Policy

It is a great pleasure to see the Illini Bluffs community utilize our facilities for various events. Your events allow community members and visitors to see quality facilities that our children use each day to receive an excellent education.

To keep our facilities looking nice, we have developed a facility usage policy that outlines for you the expectations of the Illini Bluffs School District. Please read through the enclosed regulations and procedures and fill out the application form.

Custodial services are required anytime your group will be having food as part of your event (ex: concession stand). Custodians will be available to open up the building, assist with locating things you need, checking and restocking the restrooms, and cleanup afterwards. An example of this would be to have the custodian come in 1 hour before the event to open the building and stay until the event gets started up to 1 hour (2 hours total). The custodian would then be on call in the event something happened. For an all-day event, the custodian would come in during the middle of the event and check and restock the restrooms (1 hour). The custodian would return at the end of the event to clean the floors, bathrooms, etc. Your group's use fee would be the amount of hours your group uses custodial services at \$36 per hour.

In addition, an approved application must be on file prior to using school facilities and grounds. All applications must be processed and approved through the Activities Director. A copy of the liability insurance certificate with an occurrence limit of \$1,000,000 and an aggregate limit of \$2,000,000 must accompany request. The certificate of insurance shall name Illini Bluffs Unit District #327 as an additional insured and shall state, "This coverage is primary and the additional insured shall be non-contributory."

If you have any questions, please feel free to call me at 389-5685.

Sincerely,

Steve Schafer
Activities Director

IB Administration Office Dr. Roger Alvey, Superintendent P: 309.389.2231 F: 309.389.2251	IB High School Mr. Keith Brown, Principal P: 309.389.5681 F: 309.389.5682	IB Middle School Mrs. Karen Peterson, Principal P: 309.389.3451 F: 309.389.3454	IB Elementary School Mrs. Janet Huene, Principal P: 309.389.5025 F: 309.389.5027
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Illini Bluffs Community Unit School District #327
9611 S Hanna City-Glasford Rd
Glasford, IL 61533

www.illinibluffs.com

**ILLINI BLUFFS SCHOOL DISTRICT 327
APPLICATION AND PERMIT FOR USE OF FACILITIES 2015-16**

NAME OF APPLICANT _____

ORGANIZATION _____

(A copy of your liability insurance certificate in the amount of \$1,000,000 must accompany request)

TYPE OF EVENT _____

PURPOSE FOR WHICH PREMISES WILL BE USED _____

ESTIMATED ATTENDANCE _____ ADMISSION CHARGE _____

SCHOOL EQUIPMENT DESIRED _____

<i>School/Facility</i>	<i>Day of Week</i>	<i>Dates of Use</i>	<i>Time Requested</i> <i>From To</i>

FACILITIES AVAILABLE WITH HOURLY CHARGES

CUSTODIAL SERVICES \$36.00 Per hour

ADDITIONAL Podium Microphone Media Equipment Tables/Chairs Other

****NOTE:IF ANY ITEMS ARE MISSING OR BROKEN, THE ORGANIZATION IS LIABLE FOR REPLACEMENT/REPAIR CHARGES****
****ANY DIRECT INCREASE IN COSTS TO OUR DISTRICT FOR USE OF THIS FACILITY WILL BE CHARGED DIRECTLY TO THE ORGANIZATION****

CHARGES: _____ Requested by: _____
Name

Address _____ Phone _____

Bill to: _____
Name

Address _____ Phone _____

RETURN THIS FORM ALONG WITH INSURANCE CERTIFICATE TO ACTIVITIES DIRECTOR'S OFFICE

For Office Use Only

FACILITY AVAILABLE YES NO

_____ Date
Activities Director

EVENT APPROVED YES NO

_____ Date
Superintendent

ILLINI BLUFFS SCHOOL DISTRICT 327
REGULATIONS FOR USE OF FACILITIES

1. An approved application must be on file prior to using school facilities and grounds. All applications must be processed and approved through the Activities Director. **A copy of the liability insurance certificate the with an occurrence limit of \$1,000,000 and an aggregate limit of \$2,000,000 must accompany request. The certificate of insurance shall name Illini Bluffs Unit District #327 as an additional insured and shall state, "This coverage is primary and the additional insured shall be non-contributory."**
2. Applications must be on file within two days of the date for which the facility is requested.
3. All applicable fees shall be billed to the user and are payable to the district office. Payment should be made to Illini Bluffs District #327. A receipt will be issued upon payment.
4. The Board and its employees, representatives, and officers accept no legal liability nor may they be held liable for injuries or property damage sustained by users while using school facilities.
5. The applicant must have authority to make application and verify that his/her group will observe all regulations of the Board of Education and of the Administrator of the school in which the premises to be used are located, and will promptly pay any agreed rental. The applicant agrees to exercise the utmost care in use of the school premises and property and to make good any damage arising from applicant's use of said premises and property.
6. A reasonable charge will be assessed for any loss, misuse or damaging of school property.
7. School sponsored functions take precedence over all other activities. In the event a conflict arises between a school-sponsored event and your activity, an alternate date will be provided.
8. Applicant for use of school buildings must be a resident of Illini Bluffs School District 327, who is 21 years of age or older.
9. Gymnasiums will be rented to organized youth groups, which are sponsored by organizations whose purpose is social services. Not-for-profit agencies must have 501c tax-exempt verification to receive the reduced rental rate. This use is to be for not more than three nights a week.
10. No school premises shall be used for carnival purposes or display of fireworks under any circumstances.
11. Alcoholic beverages are not allowed on school premises. School premises shall not be use for gambling purposes.
12. Combustible materials or open flames are not permitted. Smoking is not permitted on school property.
13. Corridors, exits and stairways must be free of all obstruction at all times.
14. Established room capacity must be observed.
15. Any use of the school building may be revoked at any time at the discretion of the Board of Education.

(Signature of Applicant)

(Date)

ILLINI BLUFFS SCHOOL DISTRICT 327
FACILITIES RENTAL PROCEDURES

1. An approved use of facilities and grounds application must be on file prior to renters using school facilities and grounds (see attached). Building principals are the site managers for their facilities and must ensure that all renters adhere to the use of facilities and grounds regulations. All applications must be processed and approved through the Activities Director.
2. In addition to the use of facilities and grounds regulations, renters will adhere to rental policies and procedures for each specific building, as identified by the building principal.
3. Building rental policies and procedures will ensure proper care and attention to District assets. These will include, but are not limited to items 4 through 17.
4. The Activities Director will coordinate rentals between the renter and the school. The rental fee is computed on the total time of occupancy. All applicable fees shall be billed to the user and are payable in the district office.
5. Renters will report to the District 327 building principal, if available, and report to the building's head custodian.
6. Renters are permitted only in the area that is rented.
7. The organization renting the facility must furnish adequate supervision (supervisors in the hallways, commons and gym).
8. No child should be unattended in the hallways or restrooms. While watching an event, adults should not allow children to run and play in the halls.
9. No food or drink is allowed in the any gym or the theater. Food and drink are only allowed in the concession areas as identified by the building principal.
10. No one is allowed to hang on the basketball rims or nets in the gym.
11. Clean basketball shoes are required at all times in the gym.
12. If District equipment (scoreboard, bleachers, audio, lighting, etc.) is used, only qualified individuals approved by the building principal may operate them.
13. Any loss, misuse, or damage to school property and other additional costs to the District attributed to the renter's activity will be assessed by the building principal and charged to the renter.
14. All rentals may be revoked at any time at the discretion of the Board of Education.
15. All rentals are subject to cancellation due to school functions with at least 2 days notice.
16. Rentals will automatically be cancelled if school is not in session unless prior arrangements have been made with the building principal. This includes school holidays and emergency cancellations such as a snow day, loss of water or power service.
17. If renter does not wish to use the facility, they must call the school office and cancel the rental at least two business days in advance. If the rental is not cancelled in advance, payment will be expected as usual.

Illini Bluffs Unit District #327

Insurance Requirements for Subcontractors / Service Providers / Vendors / Outside Groups

It is our policy to require all subcontractors/service providers/vendors/outside groups to provide to Illini Bluffs Unit District #327 a Certificate of Insurance evidencing the following insurance coverage prior to the commencement of any work on behalf of Illini Bluffs Unit District #327.

1. Commercial General Liability Insurance (occurrence form) including bodily injury, personal injury and property damage covering all operations (including products and completed operations) with an occurrence limit of \$1,000,000 and an aggregate limit of \$2,000,000. Coverage shall include contractual liability and per job aggregate.
2. Automobile Liability with Combined Single Limit of no less than \$1,000,000.
3. Statutory Workers' Compensation Insurance, including Employers' Liability Insurance, with minimum limits of \$500,000 each accident, \$500,000 disease-Policy limit, \$500,000 Disease-each employee, covering all personnel of the Subcontractor/service provider/vendor/outside group.
4. Umbrella/excess liability with limits as required by contract.
5. Certificate holder must read:

Illini Bluffs Unit District #327
9611 South Hanna-City /Glasford Road
Glasford, IL 61533
Attn: Mr. Steve Schafer, Activities Director

6. In the descriptions of Operations section, **the certificate of insurance shall name Illini Bluffs Unit District #327 as an additional insured and shall state, "This coverage is primary and the additional insured shall be non-contributory."** Also, please list the name of the event and the date(s) of the event.
7. Thirty (30) days written notice shall be given to the additional insured before material change in, or cancellation of, the policies referenced in the certificate of insurance.
8. The words "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" shall be crossed out in the cancellation provision of the certificate of insurance.

Illini Bluffs Unit District #327 reserves that right to change such insurance requirements for any reason at any time.