

# PAWNEE SCHOOL COMMUNITY USE OF FACILITIES or EQUIPMENT REQUEST

Submit Initial Request to: District Athletic Director

## School Building or Equipment Rental Procedures

The Board of Education recognizes the need for school building to be available to school groups, parent/teacher organizations, and other outside groups. The groups must also recognize that their use of the facilities adds additional expense to the school district.

## Groups Using Facilities

- Group I:** School activities connected directly with the school program or very closely related (School groups, parent/teacher organizations, Booster Club, PTO, **Pawnee sponsored sports groups, this includes groups and/or athletic teams that have more than ½ of the participants who are students of the Pawnee Schools.etc).**
- Group II:** Not-for-profit activities whose primary purpose is to provide financial assistance/service to the school or the community (Civic groups, clubs, independent sports groups, etc.).
- Group III:** Commercial and political activities (political party organizations, business firms, religious organizations, and/or private individuals.

## Procedures for Applying to Use School Facilities and/or Equipment

1. Application for use of school facilities and/or equipment should be made to the superintendent or the district athletic director.
2. The organization or individual making the reservation is responsible for the order and discipline during the use of the school's facilities. Regardless of the group designation, an adult representative shall be present at all times. Organizations sponsoring activities on or in school property are expected to adhere to the District's policies including tobacco, drugs and/or alcohol. Failure to do so will result in cancellation of privileges. The administration asks that organization members arrive no more than thirty (30) minutes before scheduled rental time and that all members vacate the facility within thirty (30) minutes after the rental time.
3. The custodian and/or school personnel will open and close the building. An adult representative must sign in and sign out with the custodian and/or school personnel for each rental time. The custodian and/or school personnel are authorized to terminate use of the facility in case of emergency, damage, misuse or abuse.
4. Use of school property will not be permitted without the appropriate prior approval.
5. Custodial services outside of the normal work schedule will require additional fees to pay for custodial wages.
6. When rental fees are charged, the school district shall be paid the fees prior to the use of the facilities.
7. When the kitchen is used, a certified food handler will be present at all times.
8. **Each group must complete an application (see attached), stating fully:**
  - Applicant's name, address, and telephone number;
  - Specific facility requested and the purpose for which it will be used;
  - Type of program or activity;
  - Materials to be brought into the building;
  - Room arrangement, including decorations;
  - Needed food and drink, service, and Needed equipment

## Responsibility of Users

Non-compliance with Facility Use Regulations may cause loss of facility use privileges. All users of the School District's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:

1. No alcoholic beverages or drugs are permitted in or around any school building or on any school district property.
2. Smoking and all forms of tobacco is not allowed in school building(s) or on school property at any time.

3. Guns, weapons or guard dogs are not allowed in school building(s) or on school property without prior written permission from the Superintendent/designee. (Governmental law enforcement offers are exempt; private security guards are not exempt.)
4. Do not block fire doors, means of egress, block or tamper with any fire protection apparatus.
5. To protect the community's investment, the District requires the following:
  - a. Return furniture to original locations (chair atop desks if found that way).
  - b. Leave school writing on white/chalkboards undisturbed.
  - c. Erase whiteboards if vacant sections are used.
  - d. Be respectful of a teacher's desk and materials, materials and equipment in the area should be left undamaged.
  - e. Clean up the area after use, including table tops and floors.
  - f. Close windows and turn off lights upon leaving.
  - g. Place all waste in the proper receptacle.
  - h. Accidents can happen. If damage occurs, please report it promptly to the custodian on duty or school designee as soon as possible. Users are held responsible for damages.
6. Supervision of all persons in the group is expected at all times, inside and outside of the building. All activity must be confined to the room/area assigned.
7. The user is not to use or operate any school equipment other than that specified in the contract.
8. Groups are responsible for providing all supplies and materials necessary.
9. In case of medical or other emergency situations, please notify the school designee as soon as possible. The school designee will take a report of the incident.
10. Those groups scheduling activities need to register at least five (5) business days in advance.

### **Inclement Weather Emergencies**

If schools are closed due to bad weather, all scheduled building activities and outdoor facility use may be canceled.

### **Application Agreement**

All non-school related groups (II and III) must indemnify and hold harmless the District and its agents and employees for and from any loss including attorney's fees, damages, expense, and liability arising out of their use of school property. They must also pay damages to school facilities, furniture, or equipment arising out of their 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 is at the school board's discretion.

### **Building Rental Fees**

**Group I:** These groups will not be charged for the use of facilities and/or equipment. **This includes groups and/or athletic teams that have more than 1/2 of the participants who are students of the Pawnee Schools.**

**Group II:** These groups will not be charged provided school personnel take full responsibility for the actions of the group.

**Group III:** The charge for the facility use will be the following hourly rate:

	<b><u>Admission is charged</u></b>	<b><u>Admission is not charged</u></b>
Cafeteria	\$10.00	\$10.00
Kitchen	\$20.00	\$20.00
Elementary Gym	\$20.00	\$10.00
(1/2 rate after 2 consecutive hours per day)		
High School Gym	\$30.00	\$15.00
(1/2 rate after 2 consecutive hours per day)		
Varsity Gym/Athletic Fields	\$40.00	\$20.00
(1/2 rate after 2 consecutive hours per day)		
Auditorium with Stage	\$40.00	\$20.00
Computer Lab	\$40.00	\$40.00

**Submit Initial Request to: Sara, Hogan District Athletic Director**  
810 Fourth Street, Pawnee, IL 62558  
shogan@pawneeschools.com

**Route to in this order:** \_\_\_\_\_ **Date Request Received:** \_\_\_\_\_  
 Mr. Steffen    Mr. Hennemann    Mrs. Goodall    Requester    Kedra    Jim    Tyler

Hold Harmless - Application Agreement

All non-school related groups must indemnify and hold harmless the District and its agents and employees for and from any loss including attorney's fees, damages, expense, and liability arising out of their use of school property. The undersigned is responsible for any damages to school facilities, furniture, or equipment arising out of their 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 school board's discretion. **Note: All groups requesting to use district facilities for outdoor group activities (camps, summer games) are required by statute to provide an Automatic External Defibrillator (AED) and a person trained in its use. If your group does not have access to an AED, one may be signed out from the school. The person signing for the AED must be trained in its use and present at all times.**

Date \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Person making request: \_\_\_\_\_ Group Affiliation: \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Purpose of request (type of program or activity) \_\_\_\_\_

Is a fee going to be charged to participants or attendees? If yes, list: \_\_\_\_\_

Facility and/or equipment requested (Including AED) \_\_\_\_\_

Date(s) desired \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Location of equipment if taken off school grounds \_\_\_\_\_

Describe any special set-up requested \_\_\_\_\_

Materials to be brought into the building \_\_\_\_\_

Is the kitchen needed: yes \_\_\_\_ no \_\_\_\_ If so, what is desired \_\_\_\_\_

Proof of \$1,000,000 insurance coverage against personal injury and/or property loss \_\_\_\_\_

**Space/equipment shall not be used by groups not affiliated with CUSD #11 without advance proof of insurance (copy of policy)**

Custodial services will be agreed upon prior to use of school facilities. The superintendent has the final determination in the use of custodial services. The rate of custodial services is established by the comptroller.

*All equipment and buildings used are to be cleaned upon completion of activity and any damage or other expenses incurred reported to the A.D. Damages and/or follow up expenses will be the responsibility of the person or group requesting the facility. Persons or groups requesting the use of the facilities are responsible for enforcing the state mandated smoke free/tobacco free campus policy.*

**Facilities Availability**

This facility is available on this date at this time.  Yes  No A.D. Initials \_\_\_\_\_

Possible Conflicts with: \_\_\_\_\_

Security Measures Needed (Circle): 1 2 3 4 5 6 7 None

**(Office use only)**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee Charge \_\_\_\_\_ Fee Paid \_\_\_\_\_ (Fees must be paid in advance)

**Follow Up Custodial Check:**

Was equipment and/or facility returned in good condition following usage?  Yes  No If not, describe the problem/concern. \_\_\_\_\_

Signature of Custodian or School Personnel \_\_\_\_\_