
Application for Use of School Facilities

This application must be completed once per school year by all organizations or groups (including employees associated with a non-school related group) that are not school-affiliated organizations, school sponsored programs, or organizations whose primary purpose is to provide financial assistance to the school and who are requesting use of school facilities (see Administrative Procedure 8.20-API Community Use of School Facilities). A completed application must be submitted to and approved by the Building Administration of the requested school facility prior to using school facilities, along with the applicable fee and either: (1) a certificate of insurance naming Community Unit School District No. 5, McLean and Woodford Counties, Illinois as an additional insured; or (2) a completed Non-School Related Group Acknowledgment, Assumption of Risk, Release, and Indemnification form for each adult and minor participating in the organization or group using the school facility. Current full-time employees associated with a non-school related group may use school facilities for the group at no cost provided they are not charging a fee to participants and they are present and supervising use of the facilities when being used by the non-school related group. Use of school facilities for school purposes has precedence over all other uses.

Organization or Group name	Requested school facility
Supervisor from organization <i>(must be 21 years of age or older)</i>	Phone/email address
Program/activity	Date(s) and start/end time(s)
Equipment needed	Materials/equipment to be brought into facility
Room arrangement, including decorations	Food service required

By submitting this Application and in consideration for using school facilities, the Organization or Group agrees to:

- Follow all Board policies and school rules.
- Provide adequate adult supervision to ensure proper care and use of school facilities and that no minor is left alone after the activity. All adult supervisors must have cell phones with them at all times.
- Use only those school facilities and areas approved by the Building Administration. Only the cafeteria, auditorium, gymnasium, and designated athletic fields, along with needed hallways and parking areas, are available for community use. Pools are available for use with prior approval by Building Administration and limited to student groups, recognized community-based organizations, and governmental entities. A certificate of insurance with a minimum of \$1 million in liability coverage and naming the District as an additional insured must be provided and a certified lifeguard must be on duty at all times. Pool rentals by individuals are not permitted. Designated baseball or softball fields will be unlocked for use by the Building Administration and must be raked by the organization or group at the end of its use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- Not move furniture or equipment without prior approval from the Building Administration.

Adopted: March 16, 1970
Reviewed: August 2025
Amended: September 17, 2025

- Not attach, nail, or otherwise affix signs, displays, or materials to walls.
- Assume all risk arising out of its use of the facility or school property, including any personal injury, property damage, or disease.
- Indemnify and hold harmless the Board 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, 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 Board's discretion.
- **Use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used.**

_____ *Initial here if this is agreeable*

- **Follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED, 4.170-AP6.**

Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

☐ Activity being proposed is not in a physical fitness facility.

_____ *Initial here if this is agreeable*

☐ Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED* has been provided. 77 Ill. Admin. Code §§527.400(a) and 527.800(c).

Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Ill. law. 410 ILCS 4/10; 77 Ill. Admin. Code §527.100.

_____ *Initial here that a copy of the Plan was received and that the Applicant has read and understands the above note.*

- **If the request involves a physical fitness facility:**
 - Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained 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 at least one emergency responder to have a tour of the facility before the activity.
 - Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.

_____ *Initial here if this is agreeable*

I certify that I am authorized to act for the above-named Organization or Group. I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name (*please print*)

Telephone number

Address

Email address

Applicant signature

Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the District office, and send a copy to the appropriate Building Administration.)*

☐ **Approved**

☐ **Denied**

Superintendent or designee

Date