

**Administrative Procedure - Community Use of School Facilities**

1. Only cafeterias, auditoriums, gymnasiums, classrooms, and designated athletic fields, along with needed hallways and parking areas, are available for community use.
2. Pools are available for community 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.
3. An Application for Use of School Facilities 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 who are requesting use of school facilities.
4. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are granted the use of school facilities during non-school hours at designated times (see *Facility Rental Fast Facts*) at no cost, unless additional expenses such as overtime are incurred. School-affiliated organizations include organizations such as PTOs, Boosters, and the McLean County Unit School District No. 5 Foundation. School-sponsored programs include athletic/activity camps, competitions, and fundraisers. Organizations whose primary purpose is to provide financial assistance to the schools include PTOs, Boosters, and the McLean County Unit School District No. 5 Foundation.
5. 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.
26. Governmental agencies are granted the use of school facilities in accordance with intergovernmental agreements between the Board and the agency.
7. Fees and costs as determined by the Board (see Exhibit 8.20-E3, *Facility Rental Fees*) shall apply to all other organizations or groups granted use of school facilities unless prior approval for a waiver or reduced fee is granted by the Superintendent or designee.
8. Prior to using any school facilities, All-all non-school-related-other organizations and groups (i.e. not school-affiliated organizations, school sponsored programs, or organizations providing financial assistance to schools) must:
  - a. complete-Return a completed an application, see Exhibit 8.20-E1, *Application and Procedures for Use of School Facilities*, along with one of the following:
    - i. A certificate of insurance verifying that the organization maintains adequate coverage against personal injury and/or property loss or return and naming

Community Unit School District No. 5, McLean and Woodford Counties, Illinois as an additional insured; or

ii. A completed Exhibit 8.20-E2, *Non-School Related Group Acknowledgment, Assumption of Risk, Release, and Indemnification* forms for all participants;

a. b. Pay the applicable fee (see Exhibit 8.20-E3 Facility Rental Fees); stating fully:

- ~~a. The applicant's name, address, and telephone number;~~
- ~~b. The specific facility requested and the purpose for which it will be used;~~
- ~~c. The type of program or activity;~~
- ~~d. The materials to be brought into or near the building;~~
- ~~e. The room arrangement, including decorations;~~
- ~~f. Needed food and drink service; and~~
- ~~g. Needed equipment.~~

3. ~~All non-school related groups must:~~

- ~~a. Indemnify and hold harmless the District 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.~~
- ~~b. 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.~~
- ~~c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.~~

49. All organizations and groups using school facilities must follow all Board policies and school rules and supply adequate supervision of participants and to ensure proper care and use of school facilities.

5. ~~Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.~~

6. ~~No furniture or equipment may be moved without prior approval from the principal.~~

7. ~~Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.~~

The following fees apply:

Meal and beverage service

Per person menu cost as determined by the  
cafeteria supervisor

Rental charge (non-school-related  
groups only)

\$ \_\_\_\_\_