

Gavin School District 37  
25775 W. Highway 134 Ingleside, IL 60041

(847) 546-2916  
FAX (847) 546-9584

Building Usage Application

Organization: \_\_\_\_\_  
Name Street Address City Zip Code

Billing Info: \_\_\_\_\_  
Name Street Address City Zip Code

Person responsible for use of facilities: \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor on site at all times: \_\_\_\_\_ Telephone # \_\_\_\_\_

Purpose of rental: \_\_\_\_\_ (Insurance is required for all events.)

Is this a school sponsored event?	Yes	No	Certificate of Insurance on file?	Yes	No
Is this a school related event?	Yes	No	Is there an admission charge?	Yes	No
Is this an in-district organization?	Yes	No	If admission, state amount:	_____	
Only in-district participants?	Yes	No	Est. district residence attendance:	_____	
Only organization members?	Yes	No	Estimated total attendance?	_____	

Building requested: \_\_\_\_\_ Central \_\_\_\_\_ South \_\_\_\_\_

Facility Requested: Gym Lunchroom Special Projects Room Library Bandroom Other \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: Entry: \_\_\_\_\_ Exit: \_\_\_\_\_

*Buildings ARE NOT AVAILABLE on school holidays, early dismissal days, vacations, or anytime when the buildings are closed due to circumstances beyond the District's control.*

Tables needed: \_\_\_\_\_ Chairs needed: \_\_\_\_\_

2 hours of custodial time will be added for set-up and break-down of needed tables and chairs.

Applicant hereby requests use of above described school facilities for said events or purposes on said dates and during said hours, in accordance with the Rules and Regulations of the Board of Education and hereby acknowledges receipt of a copy of said policy, which shall be considered a part of this application and agrees to pay as rental for said facilities and the charges and special fees enumerated by the Board of Education. And as further consideration for such use, applicant hereby agrees to indemnify and hold harmless the Board of Education of Gavin School District 37, Lake County, Illinois, the Board Members individually and all employees of said Board, against all claims, demands, actions or loss, including attorney's fees and court costs, which may hereafter at any time be made or instituted, arising out of injury to any other person while utilizing said school facilities during applicant's use of the facilities, and applicant further agrees to reimburse the said Board of Education for all loss due to damage to school facilities caused by applicant or anyone using the school facilities pursuant to the permit granted applicant hereby to the extent that insurance maintained by the Board does not reimburse the Board for the loss incurred by the damage to the property. A copy of the Building Use Regulations is on the back of the goldenrod copy.

Signature

Official Position

Date

Approved by: \_\_\_\_\_

Principal

Superintendent

Building Rent per event \$ \_\_\_\_\_ Custodial rate per hour \$ \_\_\_\_\_ Date: \_\_\_\_\_

## BUILDING USE REGULATIONS

1. Applications for use of school facilities must be on file in our District Office on a form supplied by us and for dates open on the school calendar. Reservations cannot be made until applications have been approved by the District office.
2. The use of facilities shall not interfere with scheduled school activities or be held at a time to compete with school events.
3. Organizations using school facilities will assume full responsibility for damage to school property. They agree to pay for any damage caused accidentally or through negligence or violation of any rules of the Board of Education.
4. School facilities will not be made available to individuals or organizations operating for profit, or to nonprofit groups outside the school district.
5. Possession or consumption of alcoholic beverages is strictly forbidden on school grounds and in school buildings.
6. Smoking is strictly prohibited on school grounds and/or in school buildings.
7. Use of school facilities will be limited to those areas and equipment specifically requested in the application
8. The applicant is held responsible for the preservation of order, and will indemnify the District for all claims for damages suffered or alleged to have suffered by any participant or spectator of the activity.
9. It is strongly recommended that organizations obtain adequate insurance for self protection. Insurance is required for all events. A Certificate of Insurance must be on file in the District Office prior to use of facilities with school district 37 named on the Certificate of Insurance as an Additional Insured.
10. The school district will not be responsible for damage to or loss of property upon school premises sustained by applicant participating in any program, or patron of program, held on school property.
11. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted by the building principal.
12. Nothing shall be sold, given, exhibited or displayed without permission.
13. The Board of Education or its representatives shall have free access to all areas at all times.
14. Organizations will be billed by the School District for rental fees and custodial services.
15. All applications approved by the District Office are subject to immediate cancellation for reasons necessary and proper for school purposes, for violations to this agreement and for action or activities which are detrimental, destructive or dangerous to personnel or property.
16. Issuance of a building use permit does not constitute a guarantee of availability of facility and the school district shall not be liable for any damages suffered by the user if a proposed facility is not available as scheduled.
17. Rentees are restricted to the room(s) specified on the approved contract. Children must be supervised when in the hallways.

Sign here:

Today's Date:

Signature indicates that the above regulations have been read and are understood.



# GAVIN SCHOOL DISTRICT 37 BUILDING USE GUIDELINES BASIC FEE SCHEDULE

- Class 1: District affiliated or sponsored organizations or classes (such as PTA, Music Boosters, GTAA, YIHA, GEA, Girl Scouts, Boy Scouts and other groups providing programs in partnership with District programs, etc.).
- Class 2:
- a. Local non-public school faculty and pupil groups
  - b. Park District sponsored groups not working in partnership with the Gavin School District.
  - c. Non-profit civic, religious, and service clubs/organizations.
  - d. Local government and municipal groups.
  - e. Business, fraternal and social organizations.
  - f. Political parties and related groups.
  - g. College and universities classes not initiated by District 37.
  - h. Recognized local and/or non-local organizations that charge admission for the purpose of non-district fundraising activities.
  - i. Others (including for-profit organizations)

Note: Facilities will not be made available to private promoters.

The Basic Fee Schedule includes room rental costs. Personnel costs incurred by Gavin School District 37 are not included in this schedule.

## Basic Fee Schedule

	Classrooms	Libraries and Band room	Multipurpose Room, Cafeteria, Kitchens, and Gyms
<b>Class 1</b>	NC	NC	NC
<b>Class 2</b>			
Less than 4 hours	\$5	\$25	\$50
More than 4 hours	\$10	\$50	\$100

## Required Personnel Costs

No personnel costs are charged to groups if the rental space is reserved for use during the normal working hours of Gavin personnel. All other times will be billed to each organization.

The Board of Education reserves the right to waive any and all building and personnel charges for any and all groups.

**AUTOMATED EXTERNAL DEFIBRILLATOR**  
All groups using the Gavin Facilities  
are responsible for the use of the AED Equipment.



**Gavin School District 37**  
**Rules and Regulations Pertaining to Building Rental**  
Effective November 13, 2002

The Board of Education recognizes that the facilities of the Gavin School District have been provided by the taxpayers of the district for maintaining an educational program. It is further recognized that these facilities may not be needed for school activities at certain times. On these occasions, our facilities may be available for use by qualified organizations for approved uses. Qualified organizations and uses shall in general be non-profit and operating for the general benefit of the District 37 community.

All requests for use of the building facilities and of the grounds by any outside organizations must be made in writing directly to the School District Office. Any group or individual applying for a building use application to use school facilities must submit forms to the School District Office a minimum of ten days prior to the use of the building to allow for sufficient time to process forms. Class 1 organizations shall be given facility preference when such requests are made more than sixty days before a proposed use; all others will be granted on a first-come, first-served basis. To alleviate the interruption of regularly scheduled school activities, no dates will be confirmed until approved by the building principal. Upon district approval, a signed building use agreement will be sent to the group. It is the responsibility of the renting party to make arrangements with the requested school site and they are subject to all the following conditions that are listed herein:

1. The user must agree to indemnify the Board of Education of Gavin School District 37 against any lawsuits and legal expenses that may arise from the use of the facilities. A form is provided for that purpose and must be completed and submitted at the time a building permit is requested.
2. Furnish a certificate of liability insurance that guarantees payment of any claims that may occur or arise from the use of the facility by the user. Said coverage shall insure the user organization in the amount not less than \$1,000,000 for injuries to one person and \$2,000,000 for injuries to more than one person. The certificate of insurance shall name the school district as an additional insured and must be furnished prior to use.
3. All users of Gavin School District 37 facilities shall agree to honor all of the rights of individuals guaranteed by the state or federal constitution, state or federal statute or Board policy including:
  - a) Title II of the Americans with Disabilities Act;
  - b) Title IX of the Education Amendments of 1972;
  - c) Section 504 of the Rehabilitation Act of 1973;
  - d) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Users who violate these acts shall have their facilities permits revoked until such time as they can demonstrate compliance.

1. There shall be no possession or use of alcoholic beverages or narcotics on school property. Each organization must make every effort to enforce this requirement.
2. There shall be no smoking in any part of any building or on school grounds at any time.
3. Due to the nature of some functions, it may be necessary to require a statement from the local police stating that no ordinances are being violated. In some cases local police officers may also be required to be in attendance.
4. An adult will be present for all activities involving youth. The adult in charge of the activity will be present during the entire rental period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance. Profanity cannot be tolerated.
5. Use of materials on the floors, wall, and other parts of the building are prohibited without the specific approval of the school and its designated official.
6. Decorations or special effects shall be torn down and removed from the building by the organization using the building facilities. Normal clean-up and maintenance shall be done by the school employee.



7. Decorations shall be of fireproof nature and shall be erected in a manner that will not disturb or destroy school property. All fire and safety regulations shall be followed at all times. Special decorations must meet the approval of the school or its official.
8. Only soft-soled shoes will be permitted in any gymnasium.
9. If refreshments are to be served or sold, then supervision must be made to observe the established policy for the particular area rented. Example: No beverages are permitted in the Gavin Junior High School gym.
10. Arrangements for special seating must be arranged prior to the time of use.
11. Applicants shall supply any special supervision that is required and needed in regard to police protection, parking supervision, etc., if determined by the school and/or its official at the time of the rental contract.
12. In all advertising for such events, the school's name should be only used as the designated facility where the event is being held. In no way shall the school be listed as sponsoring the event.
13. All groups using the building facilities should be responsible for all damages created during their use of the facility.
14. No school official, employee, or agent of its Board of Education or any member, employee or agent thereof, shall be held responsible for damages to property or other loss of material brought into the school buildings nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of or any way connected with the subject activity.
15. The school district shall not be responsible for properties left on the premises during or after the scheduled activity. It shall be the responsibility of the renting party to remove all such materials from the building the night or the day of the rental unless prior permission has been granted by the school or its official.
16. Permission to use additional electrical appliances or special equipment must have prior approval by the school or its official.
17. The Board of Education or its representatives must have open access to all areas in the building at all times.
18. The Board of Education will not be liable for any cancellation of scheduled programs arising through failure of heating plant or electrical service or other building equipment or acts of God.
19. An employee/agent of the school district shall be appointed in charge of the rented facility at the time of the event. It will be his/her duty to enforce all regulations herein stipulated and he/she has the further authority to expel an individual or group that fails to comply with those regulations set herein. It is the duty of the renting party to provide this person with all of the proper supervision and respect in handling of this particular matter and the discharging of his/her duties.
20. Buildings must be vacated by 10:00 p.m. each day.
21. If food is to be served, a statement of food or product liability releasing the school district from any/all liability must be attached to the contract.
22. Kitchen facilities and equipment are not available without special permission from the Board of Education or its designee.
23. Rentals are canceled when emergency (snow) days are declared.
24. No keys will be given to a renter unless special provision has been authorized by the Board of Education.
25. If arrangements have been approved by the Superintendent for a district employee/agent to "only" open and close the rented facility, the renter shall be charged for two hours of custodial services.

If charges apply, a detailed invoice is submitted to the group utilizing facilities on or about the 10<sup>th</sup> day of the month following the activity.

\_\_\_\_\_  
Authorized Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Phone