

Exhibit – Application and Procedures for Use of School Facilities

To be submitted to the building principal with deposit fee and a copy of insurance.

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

_____	_____
Organization name	Requested school facility

Are you eligible to be a 501(c)(3), 501(c)(4), 501(c)(6), 501(c)(7), 501(c)(10), 501(c)(19) or 501(d) organization? (SEE LAST PAGE FOR GUIDELINES.)

Yes _____ (\$50 Refundable deposit + cost of any damages)

No _____ (\$100 refundable deposit + \$100 rental fee + \$30 per hour custodial fee if custodian is needed after normal working hours + cost of any damages)

_____	_____
Adult Supervisor from Organization (must be 21 years of age or older)	Cell or home phone/email address

_____	_____
Program/Activity	Date(s) and start/end time(s)

Equipment needed: _____

Materials to be brought into facility: _____

Room arrangement, including decorations: _____

Food service required: _____

Key check out date (day before event): _____

Key return date (day after event): _____

The use of school facilities for school purposes has precedence over all other uses.

_____ *Initial here if this is agreeable*

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity. Persons on school premises must abide by the District's conduct rules at all times.
- Only the cafeteria, auditorium, classrooms, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community 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.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable.*

2. Before a building use application may be signed by school officials, all non-school related groups (both nonprofit eligible and for profit) must agree to:

- 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.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate and shall be deducted from the refundable deposit.
- Supply proof of insurance, naming Indian Creek CUSD #425 as an additional insured, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss, as well as any applicable deposit fee.

3. All non-school related groups must pay the following fees:

Refundable deposit charge--non-profit eligible organizations: \$50

Refundable deposit charge--for profit organizations: \$100

Rental charge--for profit organizations: \$100

Custodial fees beyond normal operating costs--for profit organizations: \$30 per hour

4. Payment Method: _____ Check _____ Money Order

If payment is by check, please make check payable to: Indian Creek C.U.S.D. #425.

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____ *Initial here if this is agreeable.*

6 . All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility*, 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.*

_____ Note: Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* may be reviewed in online Board Policy 4:170-AP6 (77 Ill. Admin. Code 527.800 (c)).

7. If the request involves a physical fitness facility, the non-school related group must:

- 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 (4:170-E6, *Automated External Defibrillator Incident Report*).

_____ *Initial here if this is agreeable.*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request may not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

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 and building principal 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 central office, and send a copy to the appropriate Building Principal.*)

_____ Approved _____ Denied

Building Principal

Date

_____ Approved _____ Denied

Superintendent

Date

GUIDELINES FOR IRS NON-PROFIT ELIGIBLE ORGANIZATIONS--

Section of the 1986 Code	Description of organization	General nature of activities
501(c)(3)	Religious, educational, charitable, scientific, literary, testing for public safety, to foster national or international amateur sports competition, or prevention of cruelty to children or animals organizations	Activities of nature implied by description of class of organization
501(c)(4)	Civic leagues, social welfare organizations, and local associations of employees	Promotion of community welfare; charitable, educational, or recreational
501(c)(6)	Business leagues, chambers of commerce, real estate boards, etc.	Improvement of business conditions of one or more lines of business
501(c)(7)	Social and recreational clubs	Pleasure, recreation, social activities
501(c)(10)	Domestic fraternal societies and associations	Lodge devoting its net earnings to charitable, fraternal, and other specified purposes. No life, sickness, or accident benefits to

		members.
501(c)(19)	Post or organization of past or present members of the armed forces	Activities implied by the nature of organization
501(d)	Religious and apostolic associations	Regular business activities; Communal religious community

Adopted: November 17, 1997

Revised: October 17, 2005; August 16, 2010; November 15, 2010

Approved: May 21, 2007