

**GRANT COMMUNITY HIGH SCHOOL DISTRICT 124**

285 E. GRAND AVENUE, FOX LAKE, ILLINOIS 60020

Phone (847) 587-2561 – Fax (847) 587-2991

**FACILITY USAGE APPLICATION**

**Certificate of insurance for your organization and/or group must be submitted with this form.** The organization or individuals using the facilities should be liable for any and all claims arising out of their occupancy of any part of the facilities. The organization or individuals shall be fully responsible for and shall indemnify the District against damage to school property occasioned by or occurring during their use.

Name of Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Person responsible: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Purpose for facility use: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Facility/Room Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Time to enter building: \_\_\_\_\_ Time to exit building: \_\_\_\_\_

Estimated number in attendance at event: \_\_\_\_\_ Admission Charge: \_\_\_\_\_

**FACILITIES NEEDED:**

- Auditorium:
  - Performance
  - Rehearsal
  - Basic pre-set lighting/sound
  - Sound system w/technician
  - Lighting system w/technician
  - Dressing Rooms
- Athletic Field:
  - Baseball
  - Softball
  - Football
  - Soccer
  - Tennis
  - Track

- Large Gym
- Small Gym
- Multi-Purpose Room
- Weight Room
- Commons
  - w/kitchen\*\*
- Library
- Lecture Hall
- Classroom # \_\_\_\_\_
- Other: \_\_\_\_\_

**EQUIPMENT NEEDED:**

- Chairs # \_\_\_\_\_
- Tables # \_\_\_\_\_
- Athletic field preparation
- Scoreboard
- Bleachers
- Projector with screen
- Video equipment
- Kitchen\*\*
- Piano
- Other (Please define) \_\_\_\_\_

\*\*A Grant High School food service employee must be present from beginning to end of the function. The employee will be paid by the organization using the facility.

The undersigned agrees to the fees and all conditions as listed on this form and under the applying party's responsibilities (attached) for use of the facilities established by the Board of Education of Grant Community High School District 124.

\_\_\_\_\_  
Signature of Authorized Group/Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custodial Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cafeteria Department

\_\_\_\_\_  
Date

**Applications are due a minimum of two weeks prior to the activity or event.**

For the purposes of this application, school organizations, school-sponsored programs and organizations whose primary purpose is to provide financial assistance to the school are all considered to be school related. School organizations proceed to *Signature of Authorized Representative*.

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

- a. No furniture or equipment may be moved without prior approval from the Supervisor of Buildings & Grounds.
- b. Signs, displays or materials may not be attached, nailed or otherwise affixed to walls.

\_\_\_\_\_ Initials required here to agree

2. **All non-school related groups must agree to:**

- 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 District for any damage 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.

\_\_\_\_\_ Initials required here to agree

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

- a. Facility Rental Fee \$ \_\_\_\_\_
  - b. Equipment Fee \$ \_\_\_\_\_
  - c. Preparation Fee \$ \_\_\_\_\_
  - d. Custodial Fee \$ \_\_\_\_\_
  - e. Cafeteria Fee \$ \_\_\_\_\_
- TOTAL FEE \$ \_\_\_\_\_**

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

\_\_\_\_\_ Initials required here to agree

5. **All non-school related groups must agree to use appropriate emergency procedures including calling 911 for medical emergencies and whenever an AED is used.**

\_\_\_\_\_ Initials required here to agree

6. **All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility, 408-AP1*.** Important: The District will not supervise the activity nor will it supply individuals to act as emergency responders.

- Activity being proposed is not in an indoor physical fitness facility.**
- Activity being proposed is in an indoor physical fitness facility and the non-school related group must:**
  - a. Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
  - b. Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
  - c. Require that 911 be called for medical emergencies and whenever an AED is used.
  - d. Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
  - e. Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
  - f. Ensure that if an AED is used, all appropriate forms are completed (408-E1, *Automatic External Defibrillator Incident Report*).

\_\_\_\_\_ Initials required here to agree