

Urbana School District #116
205 N. Race Street, Urbana, IL 61801
(217) 384-3642 Fax # (217) 337-4973

Attached is the Application for Use of School Property. Listed below is the process that must be completed before approval to use the building will be granted.

1. The completed Application for Use of School Property should be submitted to the Building Principal to determine if the requested space is available. Just because space is available you should not assume you have approval to use the Facility.
2. The Building Principal will forward the Application for Use of School Property to the Business Office.
3. The Business Office will determine if the Organization needs to provide a certificate of insurance, a permit from Public Health, or if any fees will be charged. A letter will be sent to you if any additional information is needed. Make sure to include your address and email address on the Application.
4. Any requested information **must be received** in the Business office prior to your event or your Application will be denied.
5. Once final approval has been granted by the Chief Financial Officer, a signed/approved copy will be mailed to you. We will also forward a copy to the Building Principal, the Maintenance Department, and the Cleaning Contractor.
6. The District reserves the right to withdraw or rescind this application on short notice due to weather conditions or District needs.

ADVERTISING FOR THE EVENT SHOULD NOT BE DONE UNTIL YOU HAVE RECEIVED YOUR APPROVED COPY OF THE APPLICATION. To ensure your request will be approved please allow at least 15 business days for processing.

Keep this page for your records.

APPLICATION FOR USE OF SCHOOL PROPERTY

INSTRUCTIONS (Please read carefully and PRINT): This form and the Rules Governing Use of School Property are to be completed, signed and given to the Principal of the building requested. The forms will then be sent to the Business Office for final approval and processing. **FORMS MUST BE RECEIVED BY THE BUSINESS OFFICE 15 WORKING DAYS PRIOR TO THE EVENT OR APPROVAL CAN BE DENIED.**

The _____ (Organization) requests the use of _____ (room or rooms) at _____ (School) on _____ (day), _____ (date) from _____ to _____ (time) for the purpose of _____
Set up time _____ Expected # attending _____ Will admission be charged _____
Proceeds will be used for _____ Equipment needed _____

Is food being served _____ No _____ Yes, Description of food _____
(NO KITCHEN ACCESS ALLOWED WITHOUT PRIOR APPROVAL.

Public health permit may be required)

Is the event on a Saturday or Sunday? _____ No _____ Yes
Is cleaning required before/during/after event? _____ No _____ Yes, hours needed _____
Supervision/security required before/during/after event? _____ No _____ Yes, hours needed _____
Locking/Unlocking of building required? _____ No _____ Yes, hours needed _____
USD staff member supervising (if applicable) _____
Administrative Supervision (if applicable) _____
Name, address, email address, and telephone # of person responsible for this event: _____

Billing Information: (if different) Name, address, and telephone # _____

Other instructions: _____

Applicant Signature: _____ Date: _____

FOR DISTRICT STAFF USE ONLY

Is the Activity _____ A School sponsored/supported/extracurricular activity
_____ District Affiliated Group (with prior approval of Superintendent/Designee)
_____ An Outside group
Administrative Supervision required _____ No _____ Yes, Name _____
Comments/remarks: _____
Authorized Signature: _____ Date _____
Building Principal _____ Date _____
Chief Financial Officer _____ Date _____
Building Rental Fee _____
Cleaning Fee _____
Security Fee _____
Supervision Fee _____
Other _____
Certificate of Insurance Required _____ No _____ Yes, see Insurance on page 3

RULES GOVERNING USE OF SCHOOL PROPERTY:

Security/Supervision:

- **No Kitchen Access will be granted without prior approval. If approval is granted, a Food Service Employee must be present for the event and the Applicant must pay the current hourly wage for this employee.**
- Building doors must be locked at all times and never propped open.
- No school property or equipment is to be used, altered, or removed from the premises without prior approval from the building administrator.
- Auditoriums, gymnasiums, and outdoor facilities, and other large spaces may be used only under the direct supervision of district employees.
- Appropriate supervision will be provided by District staff for all events.
- Individuals who are not a part of your program or event are not allowed on the premises.
- If it is a school related event, the school may be required to have staff supervision as well as administrative supervision, as deemed necessary by the Superintendent or designee.
- If event is for a non-school group the organization will be billed for acceptable supervision approved by the Superintendent or designee.
- Activity shall be restricted to that area for which permission is granted. It is the applicant's responsibility to monitor all participants for the duration of their program to ensure they are not entering other areas of the building.
- The applicant in charge of the activity shall be present before the activity is due to start and remain until all participants have left. Applicant should notify District personnel upon arrival and departure.
- Applicant is responsible for following any and all building specific rules.

Safety:

- It will be the responsibility of the applicant to notify police and fire protection agencies if they anticipate 250 or more people at the event. Before approval can be granted, proof must be provided no less than 7 days before event.
- The applicant must have someone trained to use AED (Automated External Defibrillator) equipment. Location of AED equipment is posted at the building entrance.

Charges/fees:

- Cancellation of this event must be made at least 72 hours prior to the event. If not, rental and cleaning fees may be charged.
- Applicant is responsible for additional charges if snow removal and salt application are required for your event.
- In the instance where no custodian is required, the USD staff member or administrator in charge is agreeing to open & close the building for the event, clean up after the event as well as act as security.

If any additional costs are incurred because of this event the applicant and/or person responsible for this event will be personally responsible for all costs. For example, if an alarm is set off, the applicant and/or person responsible will pay the custodial call out fee (\$75.00 minimum).

- The applicant agrees to pay rental fees, cleaning/security fees and any additional charges. The District reserves the right to request that fees be paid in advance if necessary. A deposit may be required.
- The rental fee and any additional charges will be invoiced by the District after the event.
- Cleaning/supervision/security fees will be invoiced separately by the contractual service provider.
- The party signing this application on behalf of an organization indicates that he/she is duly authorized, and assumes joint responsibility with the application organization for the strict observance of all laws, rules and regulations, for the payment of fees, and for costs of damages to school property resulting from the proposed use, and for rendering the school harmless from any claim or demand which may arise from such use.

Insurance:

- Upon request the applicant must supply a Certificate of Insurance which must be received by the Business Office at least five business days in advance of the event. Failure to provide will result in cancellation of application. **This certificate must list the Urbana School District #116 as an additional insured and include commercial liability coverage, including personal injury and complete operations/product liability with a combined single limit for bodily injury and property damage of \$2,000,000. The applicant also agrees to hold harmless and waive any liability against the District for the use of the premises.**

General:

- The use or possession of alcoholic beverages or illegal drugs on school premises is prohibited.
- Food and beverages may be served only in the area designated by the administrative staff, and only if approved on the building use application.
- Smoking on school premises is prohibited.
- The District reserves the right to withdraw or rescind this application on short notice due to weather conditions or District needs.
- The applicant acknowledges that the building principal or designee has explained the applicable regulations for the use of the facilities, and that the applicant has read, understands and agrees to comply with School District Policy relating to use of school property.

Printed Name _____

Address _____

Email address _____

Telephone # _____

Signature: _____ Date: _____