

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

**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. Once fees have been determined (if applicable) and final approval has been granted copies of the approved Building Use form will be sent: to the applicant, to the Building Principal, and to the building's cleaning contractor. This is notification to all parties that your request for Use of School Property has been granted. **Forms must be received 2 weeks prior to event or approval can be denied by the Business Manager.**

The \_\_\_\_\_ (Organization) requests the use of the school \_\_\_\_\_ (Room or Rooms) at \_\_\_\_\_ (School) on \_\_\_\_\_ (Day), \_\_\_\_\_ (Date) from \_\_\_\_\_ to \_\_\_\_\_ (Time) for the purpose of \_\_\_\_\_ Expected # attending \_\_\_\_\_  
Set up time \_\_\_\_\_ Room set up design # \_\_\_\_\_ **(see the school office for choices)**  
Is kitchen access needed? \_\_\_\_\_ Refreshments served? \_\_\_\_\_  
Equipment needed \_\_\_\_\_  
Will admission be charged? \_\_\_\_\_ Proceeds will be used for \_\_\_\_\_  
Is Activity \_\_\_\_\_ School Sponsored/Supported/Extracurricular  
\_\_\_\_\_ Outside Group w/Urbana Youth Participation  
\_\_\_\_\_ Outside Group  
Is the event on a Saturday or Sunday? \_\_\_\_ Yes \_\_\_\_ No  
Cleaning required before/during/after event? \_\_\_\_ Yes \_\_\_\_ No, Hours needed \_\_\_\_\_  
Supervision/security required before/during/after? \_\_\_\_ Yes \_\_\_\_ No, Hours needed \_\_\_\_\_  
Locking/Unlocking of building required: \_\_\_\_ Yes \_\_\_\_ No, Hours needed \_\_\_\_\_  
Name, address, and telephone # of person responsible for this event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BILLING INFORMATION: (if different) Name, address, and telephone # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USD staff member supervising (if applicable) \_\_\_\_\_  
Administrative Supervision (if applicable) \_\_\_\_\_  
Other Instructions \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DISTRICT USE ONLY:**

Special remarks: \_\_\_\_\_

Authorized Signatures: \_\_\_\_\_  
Building Principal Date  
\_\_\_\_\_  
Business Manager Date

USD Building Rental Fee \_\_\_\_\_ (per hour)  
Estimated Cleaning Fee \_\_\_\_\_ (\$30.00 per hr contractor/\$35.00 District)  
Supervision Fee \_\_\_\_\_  
Other Fee \_\_\_\_\_

## RULES GOVERNING USE OF SCHOOL PROPERTY:

- A. Building doors should be locked at all times and never propped open.
- B. The use of alcoholic beverages, drugs & smoking on school premises are prohibited. Food and beverages may be served only in the area designated by the administrative staff.
- C. No school property or equipment is to be used, altered, or removed from the premises without prior approval from the Building Administrator.
- D. It will be the responsibility of the applicant to provide police and fire protection if they anticipate 250 or more people at the event.
- E. Auditoriums and gymnasiums may be used by the general public only under the direct supervision of district employees.
- F. Proper supervision must be provided either by the organization or District staff for all events. Individuals who are not a part of your program or event should not be allowed in the building.
- G. If it is a school related event, the school needs to have staff supervision as well as Administrative supervision for some events, as deemed necessary by the Building Principal.
- H. If event is for a non-school group the organization will be billed for supervision provided by custodial staff, food service staff or other acceptable supervision approved by the Business Office.
- I. 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.
- J. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all participants have left.
- K. You must have someone trained to use AED (Automated External Defibrillator) equipment. Location of AED equipment is posted at the building entrance.
- L. If required for District purposes, it is understood that the right to use the property could be withdrawn or rescinded on short notice.
- M. Cancellation of this event must be made at least 72 hours prior to the event, if not, rental and cleaning fees may be charged.
- N. 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 person responsible for this event will be personally responsible for all costs. For example if an alarm is set off, the staff member will pay the custodial call out fee (\$60.00 minimum).

- O. The applicant agrees to pay rental fees, cleaning 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 by some outside groups.
- The rental fee and any additional charges will be invoiced by the District after the event.
  - Cleaning/supervision fees will be invoiced separately by the building's contractual cleaning service.
- P. 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.
- Q. Upon request the applicant must supply a Certificate of Insurance which must be received by the Business Office at least three days in advance of the event. 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 \$1,000,000. The applicant also agrees to hold harmless and waive any liability against the District for the use of the premises.
- R. The applicant acknowledges that the Building Principal 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_