

GIBSON CITY-MELVIN-SIBLEY COMMUNITY UNIT SCHOOL DISTRICT #5

Community Use of School Facilities

Applications for use of school properties must be made at least one (1) week in advance to the Business Office, stating fully:

1. The purpose for which the properties are to be used;
2. The character of the program or activities;
3. The materials to be brought into or near the building;
4. The arrangement of the rooms or furniture, including decorations;
5. The charges to be made to participate;
6. And other information requested on the form provided by the Business Office.

Organizations using school facilities shall provide at all times adequate adult supervision to insure proper care of and use of school property.

A regular school custodian and other school personnel as may be required shall be present and in authority over the school properties while properties are being used for other than school purposes.

Non-school affiliated organizations or individuals using school facilities shall be liable for any and all claims, demands and causes of action which may at anytime be made or instituted against the District arising out of or in connection with their occupancy of any part of the facilities. The organization or individual shall be fully responsible for and shall indemnify the district against damage to school property occasioned by or occurring during any organization's or individual's use of the property.

All permits for rental will be issued for specific areas and specific hours. It shall be the responsibility of the organization or individual to see that unauthorized portions of District facilities are not used and that the premises are vacated as scheduled. The District shall not be liability for personal property lost or stolen.

Smoking is prohibited on school property. Alcoholic beverages and controlled substances shall not be permitted on school premises. Profane language cannot be tolerated. It is the responsibility of the organization or individual to enforce these regulations.

A room used by the organization or individual shall not exceed the legal maximum seating capacity for that room.

A Certificate of Insurance providing public liability insurance for a minimum of \$300,000 with a responsible insurer must be in the Business Office before the facilities are used or use cannot be permitted.

"The undersigned:

represents that he is authorized to act on this request for the organization named above;

understands that granting of this request does not constitute recognition of such organization as a school-connected group nor used of the building space or other facility by the organization is not covered by school insurance; and

agrees that such organization will not represent itself or any of its activities as school connected."

I/We do hereby stipulate and agree to indemnify and forever hold harmless said Gibson City-Melvin-Sibley Community Unit School District #5 against any and all claims and demands or actions which may hereafter at any time be made or instituted against said Gibson City-Melvin-Sibley Community Unit School District #5 arising out of our occupancy of the _____ attendance center of said School District.

Signed _____ Date _____

**GIBSON CITY-MELVIN-SIBLEY COMMUNITY UNIT SCHOOL DISTRICT #5
Rental Report**

Date of Request _____ Send Statement To: _____

Person Making Request: _____ Phone # _____

Building/Location to be Used & Purpose _____

Date(s) for Rental _____

Hours (Time) of Rental including setup & cleanup _____

<u>Rental Schedule</u>		<u>Charges</u>
High School/Middle School Gym		
No admission is charged	\$30.00	_____
If admission is charged	\$50.00	_____
For rehearsals	\$20.00	_____
Elementary Gym		
No admission is charged	\$20.00	_____
If admission is charged	\$35.00	_____
For rehearsals	\$15.00	_____
Classrooms	\$10.00	_____
Computer Classrooms	\$30.00	_____
Cafeterias/Commons		
If used for a meeting and no food is served	\$25.00	_____
If a meal is served or if the kitchen is used	\$50.00	_____
If used for a meeting and/or a potluck with Coffee-making facilities used	\$35.00	_____

1. To all of the above rentals there shall be added a custodial charge of \$25.00 per hour with a minimum charge of one hour. This charge shall be made for all of the extra hours necessary for the janitor to work in setting up for a show, cleanup, etc.
2. To all of the above rentals using the kitchen facilities a cook charge of \$25.00 per hour shall be added with a minimum charge of one hour.
3. If rentals are scheduled and not canceled before custodians have prepared for the rentals, the amount due the janitor shall be payable.
4. School facilities shall not be rented to individuals for personal gain.
5. Organizations renting school facilities shall serve soft drinks and concessions in a designated area and in no other place in the building and under no circumstances shall alcoholic beverages be permitted on the school premises or brought into the building. It shall be the responsibility of the renting organization to see that the above regulations are enforced by providing proper policing of the school premises and buildings. Any organization violating this provision shall be denied further use of the school facilities.
6. All arrangements shall be made through the Unit Office and all charges for rentals, custodian charges, etc., shall be paid to the Unit Office.

Custodian on Duty _____ Hours Worked at \$25.00 per hour _____

Cook on Duty _____ Hours Worked at \$25.00 per hour _____

TOTAL CHARGE TO ORGANIZATION =====

Please submit payment to: Gibson City-Melvin-Sibley Community Unit School District #5, 217 E. 17th St., Gibson City, IL 60936

