

# Woodridge Local School District

## REQUEST FOR USE OF DISTRICT PREMISES, AND AGREED UPON TERMS FOR USE, IF REQUEST APPROVED

### TO BE COMPLETED BY APPLICANT

Check the premises desired:

<u>PREMISES</u>	<u>PER HOUR FEE</u>
Classrooms: \$ _____ Number of Classrooms Desired _____ Location - Room Number(s): _____ _____	
Library _____	\$ _____
Gymnasium _____	\$ _____
Kitchen _____	\$ _____
Cafeteria _____	\$ _____
Auditorium _____	\$ _____
Swimming Pool _____	\$ _____
Computer Lab _____	\$ _____
Ind. Arts Room _____	\$ _____
Other Building Space: _____ Specify Space and Location: _____ _____ _____	\$ _____
Playfield: _____	\$ _____
<u>Group/Individual Making Request</u> _____	
Percentage of persons in the group who are residents of the School District: _____%	
<u>Address of Applicant (Street)</u> _____	
City _____	State _____ Zip _____
Home Phone _____	Business Phone _____

Request for Use of District Premises Building \_\_\_\_\_

- 1. Purpose of function (Brief): \_\_\_\_\_
- 2. Cost of admission or fees: \$\_\_\_\_\_
- 3. Describe any items to be sold: \_\_\_\_\_  
\_\_\_\_\_
- 4. Purpose of money received. \_\_\_\_\_  
\_\_\_\_\_
- 5. Type of materials to be distributed? \_\_\_\_\_  
\_\_\_\_\_
- 6. Number of people attending? \_\_\_\_\_
- 7. Day(s) and Date(s) and Time(s) needed: \_\_\_\_\_  
\_\_\_\_\_
- 8. Equipment requested. Describe in detail (number of chairs, number and type of tables, movie projector, PA system, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9. Describe setup required, if other than normal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10. A \$\_\_\_\_\_ deposit is required for those in categories 3, 4, and 5 as specified in administrative guidelines for Board policy 7510. The deposit is refundable with forty-eight (48) hour notice of cancel option.
- 11. User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use.

If this permission is granted, the applicant agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which the applicant may use the above-mentioned District facilities, and to be responsible for replacement of any furniture, equipment or other District property used during the program or activity in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, the applicant agrees that there shall be no use of tobacco or controlled substances in the school building.

The applicant also agrees to the following provisions (if permission is granted):

- 1. To be responsible for the proper supervision, control, and accommodation of persons attending the activity, and to ensure that attendees/participants will only access/use the sections of the building specified above, and the entrances to such buildings,

- 2. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, except as follows:

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- 3. No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way except as follows:

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- 4. Written notice of any accident resulting in bodily injury to or damage to District property caused by a person attending or participating in the program or activity will be provided to the District within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.

- 5. To procure and maintain throughout the term of this agreement a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by the applicant; and (B) names the Board as an additional insured under the policy. It is understood that the policy or certificate of insurance must be presented to the District prior to the use of school premises, that such policy is considered primary, and that any insurance held by the Board that may provide protection or benefits to the Board is considered excess.

"The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school premises shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

Request for Use of District Premise Building \_\_\_\_\_

**Category of User:** (See AG 7510B)

- |                     |                     |
|---------------------|---------------------|
| 1. Category 1 _____ | 4. Category 4 _____ |
| 2. Category 2 _____ | 5. Category 5 _____ |
| 3. Category 3 _____ |                     |

<b>Charges to User:</b>	<u>Estimated Cost</u>	<u>Actual Cost to Date</u>	<u>Final Actual Cost</u>
1. Facility Rental	_____	_____	_____
2. Equipment Rental	_____	_____	_____
3. Custodial Cost	_____	_____	_____
4. Food Service Cost	_____	_____	_____
5. Lifeguard Cost	_____	_____	_____
6. Damages	_____	_____	_____
7. Other:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL COST:</b>	_____	_____	_____
<b>LESS DEPOSIT RECEIVED:</b>	_____	_____	_____
<b><u>BALANCE OWED:</u></b>	_____	_____	_____

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\_\_\_\_\_ This request is fully approved except for any limitations noted under "Comments" below.

\_\_\_\_\_ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Request for Use of District Premises Building \_\_\_\_\_

**NOTE TO BUILDING ADMINISTRATOR:**

- A. If approved, send original copy of this form along with the deposit to the \_\_\_\_\_ . If not approved, send a photocopy to the applicant with the deposit.
  
- B. The following must be done by the next Wednesday following the last day of use:
  - 1. Complete the "Final Cost" column.
  - 2. Stamp with red ink "OK to Bill" in upper right corner.
  - 3. Send the red stamped copy to the \_\_\_\_\_ in the \_\_\_\_\_ .
  
- C. When the bill is sent to the user, a copy will be sent to the \_\_\_\_\_ .
  
- D. The \_\_\_\_\_ will attach the copy of Final bill to the copy of the approved application and place it in a Closed file.
  
- E. On the first work day of each month, the \_\_\_\_\_ will check all open files. If bills have not been received as required, a memorandum will be sent to the respective building administrator asking for an explanation. A copy of that memo will be sent to the \_\_\_\_\_ .

3/8/16