

GLENVIEW COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

Building Use Request Form

Pay Group _____ Non Pay Group _____ Rate Charge \$ _____/hour

NAME _____ ORGANIZATION _____

Address _____ Home Phone _____

Business Phone _____ Cell Phone _____

Reason For Use _____

SCHOOL ASSIGNED _____ AREA(S) ASSIGNED _____

DATE(S) OF USE _____

FROM _____ AM, PM TO _____ AM, PM Day(s) of the Week _____

Rental Set Up Needs _____

Cancellation Policy: Please Call _____ to cancel, **You must allow 24 hours notice or charges will apply.**

THE ADULT RESPONSIBLE FOR THE ABOVE MENTIONED GROUP CAN BE HELD LIABLE FOR DAMAGE SUITS BROUGHT BY ANYONE WHO MAY BE INJURED. PERSON SIGNING MUST BE 21 YEARS OF AGE OR OLDER.

I, and members of my group, have read and agree to the regulations pertaining to building usage which are stated on the back of this contract and attachment.

Applicant Signature _____ Date of this request _____

Person(s) in Charge: *(Fill in name(s) only if different than person signing contract)* _____

Approved by _____ *(District Use Only)*

Please return signed copies of this agreement by _____ with payment of _____

TO: Director of Building Rental, Glenview Public Schools, 1401 Greenwood Road, Glenview, IL 60026

Checks should be made payable to: Glenview School District 34

ALL APPLICANTS MUST READ, INITIAL AND COMPLY WITH ATTACHED ADDENDUM

PLEASE READ THE BACK OF THIS FORM

Certification of Insurance of at least \$1,000,000 is required upon return of form

District Use: School Copy Sent _____ Custodial Supervisor Copy Sent _____

GLENVIEW COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

Community Open Gym Program

The Board of Education of Glenview School District 34 provides for community use of the District's school gymnasiums through its Community Open Gym Program. School activities have the first priority for building use. After scheduling school activities, Park District programs, scouts and civic groups, the school gyms are available to other community groups, individual groups, and individual citizens. No scheduling will be done before July 15th.

Regulations for use of the school gyms under this program are:

1. All activities must be prearranged, allowing TEN DAYS for the paperwork to be completed. The schools reserve the right to cancel activities in case of unanticipated program conflicts.
2. An adult supervisor, 21 years of age or older, must assume responsibility for the group. This includes signing of contracts and other forms provided by the school custodians. Groups of 15 or larger require two adult supervisors.
3. Children are not admitted in the building until an adult leader is present to supervise. This applies to all groups, scouts, Park District programs, etc. Groups using gyms must stay within the scheduled time limits. Everyone must be out of the building before the supervisor may leave. There must be at least 15 to 30 minutes between each group being scheduled.
4. An adult supervisor must assume responsibility for discipline and behavior of the group. He/she can be held liable for damage suits brought by anyone who may be injured.
5. The supervisor and/or groups using District 34 equipment and buildings will be responsible for any damages to equipment and building. Further, it will be the supervisor's responsibility to advise District 34 of any damage occurring during the group's use of equipment and building. Decorations and other special equipment may be brought and used only at the approval of the school principal.
6. Unless specifically stated, school equipment is not to be used by outside groups. The District provides only space and the service of the custodian. Exceptions may be made in some instances and, if this is the case, the school will be notified in advance. Park District programs are allowed the use of certain equipment. **NO HARD BALLS ARE ALLOWED TO BE USED INSIDE ANY SCHOOL BUILDING.**
7. All groups using gyms for sports activities are required to wear gym shoes.
8. Usage of school is limited to gyms only. Parties using the facility may not enter any other room in the school. Special permission may be given for other facilities at the discretion of the school principal.
9. School Board policy prohibits smoking in the schools and on the grounds of the schools. Consumption of alcoholic beverages and the illicit use of drugs, as well as possession of any of these substances, are not permitted in school buildings or on school grounds.
10. In the event of a tornado warning, the building custodian has the authority to evacuate the facilities being used.
11. A Building Use Form (Blue Slip) must be signed by both the program supervisor and the custodian on duty at the end of the program. The program supervisor must be over 21 years of age.
12. Infractions of these regulations will result in refusal of requests to use gyms in the future. The supervisor and custodian have been asked to report infractions which they observe.
13. Cancellations by the group using the facility should be made to the school at least 24 hours prior to the reservation date, or in an emergency, by 9:00 A.M. of the day the facility is being used.
14. Anyone renting facilities shall be billed by the school district according to the rental schedule. All fees shall be paid within one month from the date of invoice. Checks shall be made payable to "Glenview School District 34".

ADDENDUM FOR USE OF SCHOOL FACILITY

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

- *Only the cafeterias, gymnasiums, multi-purpose rooms (along with parking areas) are available for community use. In certain cases, other areas may be available at District 34's discretion.*
- *No furniture, or equipment may be moved without prior approval from the building Principal.*
- *Signs, displays, or materials may not be attached, nailed or otherwise affixed to walls without prior approval and need to be removed at end of rental.*

_____ *initial here if this is agreeable*

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

- *Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney's fees, damages, expenses and liability arising out of its use of school property.*
- *Pay any damages 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.*
- *Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss naming School District 34 as additionally insured.*

_____ **INSURANCE PROVIDER'S Name and Phone Number**

_____ *initial here if this is agreeable*

3. The use of school facilities for school purposes/events has precedence over all other uses/rentals.

_____ *initial here if this is agreeable*

4. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used. (School floor plan with AED location attached.)

_____ *initial here if this is agreeable*

I agree to abide by the conditions stated in this application and agree to adhere to all Glenview School District 34 Board of Education administrative procedures.

_____ **Applicant's Name – PLEASE PRINT**

_____ **Telephone Number**

_____ **Address**

_____ **Applicant's Signature/Date**

THIS FORM IS TO BE RETURNED, ALONG WITH THE SIGNED CONTRACT, TO THE BUILDING RENTAL COORDINATOR AT 1401 GREENWOOD ROAD, GLENVIEW, IL 60026