

MAERCKER SCHOOL DISTRICT 60 – FACILITY USE AGREEMENT

Requests for use of District facilities will be approved or denied in accordance with **Board Policy 8:20 Community Relations: Community Use of School Facilities**. Use of facilities may also be denied when the use will create a hardship on the facilities

1. All Organizations must agree to:

- Indemnify and hold harmless the District, the School Board, its agents and employees for and from any and all loss, including without limitation, attorneys' fees, damages, expense and liability arising out of its use of District property,
- Pay for any damages to District facilities, furniture, or equipment arising out of the Organization's 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.
- Abide by the District's conduct rules at all times, including without limitation, rules prohibiting: (a) gambling, profane language and the use of tobacco products, alcoholic beverages and narcotics on District premises; (b) the use of bats and hardballs, including whiffle balls and rag balls, in District buildings; and (c) the use of District bleachers. Violators of these rules will be banned from use of District facilities.
- Obtain a valid food permit from the DuPage County Health Department before a building kitchen is used to distribute food
- Supply proof of insurance, sufficient to the Board, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss. Maercker School District 60 must be listed as additional insured and a copy of this policy must be turned into the Business Office before using the facility.

2. All Organizations must pay the following Rental, Supervision and Custodial fees:

Priority 1: District Related Organizations

Includes: PTA, Booster Clubs, Park District activities benefiting District school age children and benefiting residents of the district, Boy Scouts, Girls Scouts

No rental fees will be charged for facility use during regularly scheduled school days Monday through Friday after normal student attendance time through 8:00 pm. A \$50.00 per hour rental fee shall apply for usage at all other times.

Priority 2: Government Agencies

No rental fees will be charged for facility use during regularly scheduled school days Monday through Friday after normal student attendance time through 8:00 p.m. A \$50.00 per hour rental fee shall apply for usage at all other times.

Priority 3: Community Youth Organizations and Local Educational Programs Serving Maercker School District students

Includes: Organizations providing programming where at least 50% of participants are district students.

A \$10 per hour rental fee will be charged for facility use during regularly scheduled school days Monday through Friday after normal student attendance time through 8:00 p.m. A \$50.00 per hour rental fee shall apply for usage at all other times.

Priority 4: Community Organizations and Other Youth Organizations

Includes organizations providing programming where less than 50% of participants are *not* district students, nor does it provide a direct benefit to the majority of the residents of the district.

A \$20 per hour rental fee will be charged for facility use during regularly scheduled school days Monday through Friday after normal student attendance time through 8:00 p.m. A \$50.00 per hour rental fee shall apply for usage at all other times.

Priority 5: All Other Organizations

A \$50 per hour rental fee will be charged for facility use during regularly scheduled school days Monday through Friday after normal student attendance time through 8:00 p.m. A \$50.00 per hour rental fee shall apply for usage at all other times.

Custodial Fee: Unless separate written arrangements have been made, custodial services are not included in the rental fee. The Organization must leave rooms clean after each use, and return and arrange all tables, chairs and other equipment as originally found, or the Organization shall pay a Custodial Fee equal to the rental fee rate set forth above for the time required to reset the room.

3. The use of District facilities for school functions, programs or sponsored activity has precedence over all other uses. District activities, including those of District related organizations, shall have priority use of District facilities. The District reserves the right to cancel previously scheduled use of the facilities by other groups. No activity will be scheduled when school is closed except by the Superintendent or his/her designee's prior written approval.
4. All Organizations must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
5. All Organizations must agree to follow the District's *Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility*, 4:170-AP6. Important: The District will not supervise the activity, nor will it supply individuals to act as emergency responders.
6. If the request involves an indoor physical fitness facility, the Organization must:
 - Designate at least one adult of at least twenty-one (21) years of age who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
 - Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
 - Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
 - Ensure that only trained AED users operate an AED, unless the circumstances do not

allow time for a trained AED user to arrive.

- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are completed (4: I 70-E6, *Automatic External Defibrillator Incident Report*)