



Our Mission: Maximize and foster learning and growth for all through continuous improvement.
Our Vision: Excellence in education, community, and self for success in tomorrow's opportunities.

REQUEST TO USE SCHOOL FACILITIES

ORGANIZATION	
SPONSOR/INDIVIDUAL	
ADDRESS	
PHONE NUMBER and EMAIL	
SCHOOL/FACILITY REQUESTED	
DATE(S) REQUESTED	
TIME EVENT STARTS/ENDS	

Upon authorized school signature, your request for use of the school facilities has been approved based on the following conditions:

1. Attached liability waiver form must be complete. Organization must supply a current "Certificate of Insurance" with Fox Lake Grade School District 114 as certificate holder .
2. Your organization will abide by all rules and policies currently in effect by the Board of Education, Fox Lake Grade School District 114.
3. Adequate supervision of those in attendance will be maintained in any areas utilized by your group.
4. Payment will be made for any damages to property or equipment incurred through the use of school equipment or facilities by your group.
5. Should a school sponsored event or activity be held in the facilities that your group wishes to use, the school's activity will be given priority, and you will not be allowed to meet on that particular date or time.
6. Your group will not be able to use school facilities during vacation periods or on days when school is not in session.
7. A special charge will be assessed to any group when additional time and services of custodial personnel are required. Board of Education policy will apply to the amount of this charge.
8. Smoking or alcoholic beverages are not permitted in the building or on the grounds.

Date

Sponsor/Individual

Date

Building Principal

Date

Superintendent



FOX LAKE
SCHOOL DISTRICT 114

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WAIVER OF LIABILITY AND CLAIMS

For and in consideration of their use of certain buildings, grounds and/or facilities of the FOX LAKE GRADE SCHOOL DISTRICT 114, the DISTRICT requires an indemnification from any and all legal actions taken by anyone or group due to using DISTRICT 114 facilities. The undersigned, also, does hereby waive, release, indemnify and hold harmless the FOX LAKE GRADE SCHOOL DISTRICT 114, its trustees, agents and employees from any claim for personal injury or property damage which the undersigned may have or assert arising out of his/her/their use of the said DISTRICT'S buildings, grounds or other facilities. The undersigned will be responsible for any damage to the DISTRICT'S premises, resulting from his/her/their use. This waiver is binding on the heirs, administrators, executors and assigns of the undersigned.

Dated this _____ day of _____ 20__.

Organization

Sponsor/Individual

Certificate of Insurance: Received _____ Not Received _____

REQUEST TO USE SCHOOL FACILITIES

RULES AND REGULATIONS

- A. The facilities of District 114 are available without charge for all PTA activities, and for all scheduled meetings of the Boy Scouts, Girl Scouts, Brownies and other youth and non-partisan organizations of the community. (A charge will apply for weekend use. Additional charges may be incurred for use of the kitchen facilities.)
- B. The Building Principal shall approve and schedule the use of the school facilities by all non-school organizations. A waiver of liability must be signed by any sponsor/organization using the facilities.
- C. Recreational use of school facilities is permitted during the school term, providing approval is given by the Building Principal.
- D. Smoking is not allowed in or on District 114 facilities or grounds.
- E. There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.
- F. The sponsor of all activities held on school property is held responsible for the keeping of order and for damages to equipment or property.
- G. The School District will assume no responsibility for property left or lost on school premises.
- H. No equipment in hallways, including bouncing balls.
- I. No unsupervised kids wandering the building.

Special Controls and Regulations:

Unauthorized Personnel: No unauthorized personnel are allowed on school premises from sun down to sun up without an adult present.

Unauthorized Motor Vehicles:

No unauthorized motor vehicles are allowed on school property.

Propping Doors Open

Doors are to remain locked and closed at all times. A parent can be assigned to open the door.

A warning will be provided the first time, but the second time your privileges for using the facility may be revoked.

Policy 8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

If persons or groups do not abide by these rules of conduct, they may lose the privilege of utilizing school facilities in the future. Student and school related organizations, including District 114 Parent Teacher Association (PTA) and the Village of Fox Lake, shall be granted the use of school facilities at no cost. Other community organizations shall be granted the use of school facilities (for non-commercial uses) at no cost providing they are utilized when District 114 custodial staff is present during their regular working hours. The schedule for regular custodial working hours may be obtained by the person or party requesting the use of school facilities at the time they make application for said use.

If community organizations, other than student and school related organizations, the PTA, or the Village of Fox Lake, request the use of school facilities when custodial staff are not present during their working hours (ie. Saturday and Sunday), the requesting organization will pay a fee of \$100 on Saturdays and \$125 on Sundays to help defray the cost of having a custodian present to open the facility at the beginning of the event, and secure the facility at the conclusion of the event. An additional fee of \$50 will be charged for each additional space required (ie. kitchen, gym, classrooms, hallways etc.)

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.:

20 U.S.C. §7905.

10 ILCS 5/19-2.2.

105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: 01/25/2005

UPDATED: 10/15/2013

Fox Lake SD 114