

Waltham Elementary School District #185

Mr. Robert L Abney
Superintendent
946 N 33rd Road
Utica IL 61373

Phone 815-667-4417
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APPLICATION FOR USE OF SCHOOL FACILITY

NAME OF ORGANIZATION: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____
NAME & ADDRESS OF RESPONSIBLE INDIVIDUAL: _____

NORTH CAMPUS _____ SOUTH CAMPUS _____

<u>ROOM REQUESTED</u>	<u>DAYS & DATES NEEDED</u>	<u>HOURS NEEDED</u>
_____ Classroom	_____	_____
_____ Kitchen	_____	_____
_____ Computer Lab	_____	<u>SET-UP REQUIRED</u>
_____ Gymnasium	_____	
_____ Conference Room	_____	___ Yes ___ No
_____ Facility Grounds	_____	

EQUIPMENT NEEDED ___ Yes ___ No If yes, please specify
_____ Chairs How Many _____ Tables How Many _____
_____ TV _____ VCR _____ Overhead Projector/Screen _____ Microphone/P.A.

*****PLEASE NOTE THAT SCHOOL ACTIVITIES TAKE PRECEDENCE OVER RENTALS***
IT IS MANDATORY TO READ AND AGREE TO THE BUILDING USE POLICY
REGULATIONS ON THE BACK HEREOF**

***NOTE: If a School District employee is participating in the function and takes responsibility for unlocking, locking, and cleaning up the rented facility, the custodial salary will be waived.**

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FOR OFFICE USE ONLY

TOTAL RENTAL FEE \$ _____ CUSTODIAL FEE \$ 21.39 PER HOUR
PAID IN FULL \$ _____ CHECK NUMBER _____ CASH _____
DATE PAID _____

_____ Received copy of proof of insurance or signed waivers _____ Date Received
_____ Application approved
_____ Application denied Reason for Denial _____

Superintendent

Date

BUILDING USE POLICY REGULATIONS

1. School affiliated organizations, school-sponsored programs, and other organizations whose primary purpose is to provide financial assistance to the School District as well as service organizations are all considered, for the purpose of these procedures, to be school-related.
2. Private rental of facilities is available to Waltham School District residents. All rental fees and custodial fees are the responsibility of the renter. The community resident applying for rental/use of the facilities is the responsible party and must be present during the use of facilities. Violation of this agreement would result in restriction of further use of facilities.
3. Your organization must supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. Your organization will indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
5. Your organization will 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.
6. There will be NO SMOKING on school property.
7. Alcoholic beverages will not be brought to or consumed in or on school property at any time.
8. No activity shall be permitted in which open flames are used.
9. Your organization will provide adequate supervision to insure proper care and use of school facilities. It is up to the discretion of the Building Principal to identify circumstances in which supervision utilizing District personnel will be necessary. The costs of the supervision shall be the responsibility of the renter.
10. Your organization will comply with any special regulations, such as moving and storing equipment, arranging sound and other electrical equipment, safety precautions, etc., that apply only to the facility they are using.
11. In the absence of any professional employee of the school district, school facilities shall be under the direct control of the attending custodian.
12. Your organization will assume all liabilities for damages which may occur in, on, or about the Waltham Elementary School District 185 facilities when damage to property or injury to persons is the result of either the acts or neglects of the users or their agents, servants and employees.
13. Persons or groups who fail to live up to the policies and regulations established by the Board and by the Superintendent of Schools shall subject themselves to forfeiture of all privileges of future use of Waltham Elementary School District 185 facilities.
14. If coaches or teachers authorize student-building use, that coach or teacher must be present supervising during the entire activity. The custodian is not responsible for discipline or supervision of students during the activity.
15. The District reserves the right to stop any activity and dismiss the group/individual if in the opinion of its representative, the group/individual is damaging the building or the conduct exhibited is not appropriate.

16. Appropriate clothing/and or shoes should be worn during the course of all activities.

17. Any unusual problems or incidents should be reported to school authorities as soon as possible.
18. Groups/individuals must restrict their activities to the areas designated on the approved application.
19. It is understood that the custodian cannot permit admittance to the building unless a pre-approved application is on file in the superintendent's office

I hereby agree to abide by the above listed regulations.

Applicant

Date

FACILITY FEE SCHEDULE

	School Affiliated Organizations (4H, Little League, Girl Scouts, Boy Scouts, Student Sports Camps, etc.)	Community Groups (Men's Basketball, Women's Volleyball, Town meetings, etc.)	Private Rentals (At District Discretion)
Waltham North Gym	\$20.00 per day/night	\$35.00 per day/night	The lesser of \$35.00/hour or \$150.00 per day/night
Waltham South Gym	\$20.00 per day/night	\$35.00 per day/night	The lesser of \$35.00/hour or \$150.00 per day/night

Rental schedule does not include custodial fees.

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