

Application and Procedures for Community Use of School Facilities

This application must be approved by building administration AND the event scheduled with the Athletic Director before a non-school related group is allowed to use the school facilities.

The use of school facilities for school purposes and school organization purposes has precedence over all other uses.

Organization Name

Requested school facility (eg. HS gym, Elementary gym)

Adult Supervisor from Organization (must be over 21)

Phone/email address

Program/Activity

Requested Dates and start/end times

Equipment needed

Materials/Equipment to be brought into the facility

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

- a. The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- b. No minor may be left alone after the activity.
- c. **Entering any classroom is prohibited.**
- d. The organization will vacate the building at the scheduled end time.
- e. No furniture or equipment may be moved without prior approval from the building principal.
- f. Signs, displays, or materials may NOT be attached, nailed, or otherwise affixed to the walls.

_____ Initial here to agree with these rules.

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

- a. 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.
- b. 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 School Board's discretion.
- c. Supply proof of insurance naming Hamilton CCSD #328 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

Name and contact phone for group's insurance carrier: _____

_____ Initial here to agree with these rules.

3. All non-school related groups must agree to use appropriate emergency procedures including calling 911 for medical emergencies and whenever and AED is used.

_____ Initial here to agree with this rule.

4. If the request involves a physical fitness facility, the non-school related group must:

- a. Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.

- b. Ensure that each designated emergency responder knows the location of the first aid equipment and any AED.
- c. Ensure that only trained AED users operated an AED, unless the circumstance do not allow time for a trained ARD user to arrive.
- d. Arrange for at least one emergency responder to have a tour of the facility before the activity.
- e. Ensure that in an AED is used, the Superintendent is informed.

_____ **Initial hear to agree with these rules.**

I certify that I am authorized to act for the above mentioned organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself of any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant's name (printed)	Phone number
Address	Email
Signature	Date

For administrative use:

Approved Denied

Building administrator	Date
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Athletic Director	Scheduled event dates/times
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Superintendent	Date
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