



FACILITY USE APPLICATION AUBURN DISTRICT # 10

This application must be completed by any individual, organization, or group who wishes to use any facility owned by the Auburn CUSD # 10. Exempt from completing this form are school organizations, school scheduled events, practices or rehearsals assigned by the athletic director or building administrator either within seasons as defined by the IESA or IHSA or within the contractual expectations of a school employee / board approved coach or sponsor.

Read and complete the following information for your request and send to:

AUBURN HIGH SCHOOL
511 NORTH 7th STREET
AUBURN, ILLINOIS 62615
(217) 438-6817

Once a request has been received and a decision is made regarding the availability and rental status of the request, we will notify the contact person and include a signed copy of the contract, if applicable. **PLEASE READ CAREFULLY!**

1. Applications must be received at least 14 days in advance of the event.
2. Groups wishing to use the facilities shall sign a contract indicating they understand and agree to all rules, procedures and conditions listed within this document.
3. Any school activity will take priority, regardless if the conflict is due to an oversight or a re-scheduled school event. In this event, any fees paid to the district would be refunded 100%.
4. Custodial staff will be required to be on site for all activities. All events are subject to custodial availability and schedules.
5. Any event serving food that is not commercially pre-packaged must have a school-employed, Illinois licensed food handler on site. In accordance with State law, all food not professionally pre-packaged, must be prepared on site. Such events are subject to the availability of school-employed, Illinois certified food-handlers.
6. The schedule of fees listed below will be used to determine the contractual conditions and fees. Groups exempt from fees are still required to complete and return this contract.

DEFINITION OF ORGANIZATIONS

Activities are categorized based on their connection to school programs, their purpose, and their profit. Determining an organization level is the responsibility of the building administration and may be appealed to the district superintendent. The examples of organizations listed below each level are typical, yet non-binding. Each could fit into a different level if it is determined that their request reflects a different purpose, profit or connection with the programs affiliated with the Auburn School District # 10.

LEVEL ONE:

School activities that are directly connected with school programs or exist for the sole purpose of contributing to the betterment of the Auburn School District #10 or the students in our community. Such organizations / activities may be, but are not limited to:

Auburn Education Association	Junior Football League
Parent / Teacher Organization	Youth Baseball League
Junior Women's Club	Youth Basketball League
School-Approved Summer Camps	Youth Soccer League
After-Prom Committee	Baccalaureate

LEVEL TWO:

Community groups within the district boundaries who exist for the purpose of recreation. These groups meet regularly and have arranged / established guidelines that have been approved by the athletic director or building administrator. The individuals are adults who assume responsibility for their own supervision. Such organizations / activities may be, but are not limited to:

- Adult Basketball League
- Adult Volleyball League

LEVEL THREE:

Level Three is defined by non-for-profit activities not directly connected to Auburn School programs. Such organizations / activities may be, but are not limited to:

- Religious organization / meeting
- Independent community sports groups / teams
- Civic organizations
- Parent initiated activities such as dances not sponsored by a school organization

LEVEL FOUR:

Level Four is defined as any organization / individual who is profiting from the use of the facilities. This does not include school employees who are fulfilling contractual obligations / expectations.

- Business Meetings
- Private Youth Organizations

TABLE OF FEES

REQUIRED ITEMS

LEVEL I	_____	SIGNED CONTRACT	
LEVEL II	_____	SIGNED CONTRACT	
	_____	\$2.00 / Participant – Pre-arranged scheduled payment	
LEVEL III	_____	SIGNED CONTRACT	
	_____	FACILITY FEE	\$20.00 / Hour for each facility. \$50.00 / Hour for Computer Lab
			<i>Example: Gym, Cafeteria, Kitchen = \$60 / Hour</i>
	_____	\$100 NON-REFUNDABLE DEPOSIT	
	_____	CERTIFICATE OF INSURANCE	
LEVEL IV	_____	SIGNED CONTRACT	
	_____	FACILITY FEE	\$40.00 / Hour for each facility \$50.00 / Hour for Computer Lab
			<i>Example: Gym, Cafeteria, Kitchen = \$120 / Hour</i>
	_____	\$100 NON-REFUNDABLE DEPOSIT	
	_____	CERTIFICATE OF INSURANCE	
	_____	CUSTODIAN FEE	\$20.00 / Hour
	_____	COOK FEE	\$20.00 / Hour
			<i>Time and one half rates may apply on certain dates.</i>

All charges for facilities rental and personnel are payable in advance to the Auburn CUSD # 10.

INFORMATION SHEET

Name of Organization _____

Name of Applicant _____

Address of Applicant _____

Phone # _____ Cell # _____

Building Requested: _____

Facilities Requested _____
(gym, cafeteria, etc.)

Dates Requested _____ to _____

Times Requested _____ to _____

Hours Requested _____ to _____

Purpose / Event _____

Description of Activity _____

Is there a fee / tuition for individuals to participate or perform? _____

Is there a fee / gate for individuals to attend the event? _____

Specific Equipment / Furniture Needed

List items that may be brought to the building for the event:

Is this activity supervised or sponsored by an Auburn School employee? _____

Will this even sell or distribute food in any form? _____

Will food be prepared (not professionally pre-packaged) for sale or distribution?

What other special arrangements need to be made or noted? _____

PLEASE USE THIS PAGE TO DRAW ANY SPECIAL SET-UP. THIS MAY INCLUDE PLACEMENT OF TABLES, MICROPHONE, PROJECTOR, ETC.

RULES AND REGULATIONS

1. All groups using the Auburn School facilities must indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney fees, damages, expense and liability arising out of its use of the school property.
2. Pay any damages to school facilities, furniture, or equipment arising out of its use of the school property whether such damage was accidental or deliberate. The cost of the damages will be based on the repair or replacement cost; the choice of which is at the Board's discretion.
3. Non-School Related Organizations must provide Proof of Insurance verifying that the organization maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. No furniture or equipment may be moved or used without prior permission from the building administrator.
6. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
7. Groups profiting from the use of the facilities are subject to board approval. In such cases, requests must be made well in advance so there is adequate time between the request, the scheduled board meeting, and the event.
8. Use of school facilities for gambling purposes is strictly prohibited.
9. No smoking, tobacco products, alcohol or alcoholic products are permitted anywhere on school property and any property deemed an extension of school facilities, including buildings and grounds.
10. Buildings may not be used for parties or celebrations that are private in nature.
11. Fundraisers for the benefit of individuals, family, or small groups will only be permitted in cases of extraordinary need, such as illness, disability or catastrophic loss.
12. All use of school facilities by outside groups shall be automatically cancelled if school must close and the conditions which contributed to the closing still exist.
13. Permission to use the school facilities may be denied / cancelled and are contingent upon, as determination by school administration, the group having failed to take proper steps either with prior events or future events to ensure the safety of all individuals. Permission may be denied or an event may be cancelled if the group has failed to meet reimbursement or payment obligations.
14. Building Use Permits / Agreements are non-transferable.
15. A custodian will be present at the rental of the district facilities. An employee of the lunchroom with a Food Handler's License will be present when the kitchen is used. The custodian and cook will be present in a supervisory capacity only. Organizations will pay the district for the services of the custodian and cook at the rate prescribed by the Board. Time and one half will be paid for duty on Saturday, Sunday and state-approved holidays. In addition, if the organization requires the service of a cook on a week night and that service requires the

employee to exceed 40 hours during the week, the organization will be required to pay the time and one half rate.

- 16. When an organization plans to serve food to the public, whether sold or given, all food must be prepared on premise and a school-employed Illinois certified food handler must agree to be present during the event. Food can be brought into the school and distributed only if commercially packaged or catered by a licensed catering company.
- 17. This rental agreement is subject to the availability of school employees. A cancellation of a scheduled school employee or the Auburn School District's inability to provide a school employee may make this Building Use Contract null and void.
- 18. Any event is subject to cancellation due to unforeseen circumstances at the discretion of the school administration.

TO BE COMPLETED BY SCHOOL ADMINISTRATION

_____	LEVEL
_____	Facility Usage Charges
_____	Custodian Charges
_____	Cook Charges
_____	Class Room Charges
_____	Computer Lab Fee
_____	TOTAL FEE

Signing below indicates to the organization / individual requesting use of school facilities that they have read and understand the above rules, regulations, fees, liabilities, obligations and responsibilities assumed by entering into such agreement.

Name of Organization

Name of Contact Person
(Please Print)

Signature of Contact Person

Building Administrator

Athletic Director

Date