

## Responsibilities of Applicant

1. A Certificate of Insurance with a minimum \$1,000,000.00 combined single limit is required to use School District 223 facilities and must accompany the rental applications.
2. Automated external defibrillators are installed in every school. The location of the AED is marked on the map provided by the school. RESCUERS MUST ALSO CALL 911 IMMEDIATELY AFTER FINDING THE UNCONSCIOUS PERSON. School District 223 requires that the AED be used by someone trained in Cardio Pulmonary Resuscitation and AED usage.
3. The organization's supervisor or designated representative must remain on-site during the entire activity, and have in his/her possession a copy of the permit or rental agreement.
4. Organizations must supply ample supervision for activities involving minors. A suggested guideline is one supervisor for every ten (10) minors. Supervisors are responsible for maintaining order and control of minors during the activity. Congregating and loitering in the hallways and other parts of the building not rented for use is strictly prohibited.
5. Organizations and the facility representative are responsible for assessing the condition of the rental space. If either the applicant or the facility representative feels that unsafe conditions exist, the facility representative will contact the Activities Director to make the final decision.
6. Organizations are responsible for all damages to buildings, equipment, grounds, and fixed assets at current market price for materials and labor from any actions directly or indirectly arising out of or in connection with the said use of school facilities.
7. Organizations are not allowed to sublease their space.
8. Any injury must be reported to the facility representative immediately. A completed accident report will be required.
9. In the event that a date needs to be cancelled, notification can be made by telephone, but must be confirmed in writing by mail or fax to the school office, Attention: Facility Rental Contact, not less than three (3) working days prior to cancellation date. This will hold true, unless there are unique circumstances beyond the control of the renter.
10. Organizations will be committed to the personnel charges and time slots they have applied for, after final approval and charges have been assigned. If your organization fails to adhere to the time slots applied for, without prior notification to the facility, you will be billed for any costs that are associated with set-up of an event, as well as the facility portion of the rental fee. If your facility use requires the presence of District and/or food service personnel, a minimum two hour personnel charge will apply.
11. Organizations are expected to pay facility and/or personnel charges in accordance with the Rental Categories for Organizations.
12. Organizations are responsible for adhering to all provisions of this facility use policy. Organizations violating policy may be subject to the following procedure:
  - a. First violation – Activities Director will contact the organization.
  - b. Second violation - Activities Director will follow up with appropriate action, to be decided on a case-by-case basis.
  - c. After the first violation, organizations may be required to submit a security deposit before the next scheduled rental date.

# Responsibilities of Applicant

## Responsibilities of Applicant Requesting Use of Athletic Field(s)

### 1. Cancellation policy

Applicant will be charged for all dates listed on the contract unless applicant notifies the school's facility rental contact by telephone or by fax of cancellations. Notifications by telephone must be confirmed in writing.

### 2. Billing

In the event of a billing dispute, unless there is proof that the facility was notified of the cancellation, the invoiced amount will be due.

### 3. Scheduling conflicts

To avoid conflicts with other groups on the practice field(s), applicant must advise the school's facility rental contact of any and all changes in scheduling.

### 4. Damage to field(s)

Applicant is expected to assess condition of field(s) with the Activities Director or Buildings and Grounds Director prior to use of the field(s), and again after the last day of use. Applicant will be liable for costs incurred to repair field(s) due to extraordinary wear and tear determined by the District to have been caused by the applicant, e.g. activities on field(s) soaked by precipitation; stationary equipment which causes undue stress on a particular area of the field(s).

The District reserves the right to cancel activities due to unsatisfactory field conditions.

### 5. Organizations are responsible for adhering to all provisions of this facility use policy. Organizations violating policy may be subject to the following procedure:

- a. First violation - Activities Director will contact the organization.
- b. Second violation - Activities Director will follow up with appropriate action, to be decided on a case-by-case basis.
- c. After the first violation, organizations may be required to submit a security deposit before the next scheduled rental date.