



Lemont High School District 210

Facility Usage Agreement



Prior to submitting a Facility Usage Request application to utilize a Lemont High School District 210 facility, please review the following information, which outlines the policies and procedures that apply to the facility rental.

After carefully reading this information, please return the Facility Usage Request application. Please note that Lemont High School District 210 will not approve any request to utilize its facilities until the requesting group submits a completed application and provides the necessary documentation for its certificate of insurance.

LEMONT HIGH SCHOOL DISTRICT 210 RESPONSIBILITIES

The Lemont High School District 210 Board of Education intends to make the district's facilities available to responsible organizations, associations and individuals in the community for appropriate civic, cultural, welfare, educational or recreational activities. Such activities should not interfere with Lemont High School's best interests.

The District 210 Board of Education recognizes the investment the community has made in the district's building and facilities. These facilities may be used temporarily under such provisions and controls as the district sees fit to impose. School facilities should be made available for the community's citizens as long as the school program is not hindered. School activities always take precedence over requests from outside user groups. Lemont High School District 210 has the right to refuse an applicant, as well as the right to cancel a contract when unforeseen circumstances may require such action, including cancellations that must be made due to weather conditions.

TYPES OF PROHIBITED ACTIVITIES

1. Promulgation of any theory or doctrine subversive to the laws of the United States (or any political subdivision thereof), or the advocacy of governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the district's buildings, grounds or equipment.
3. Any activity that conflicts with school activities.
4. Any activity that is discriminatory in the legal sense.
5. Any activity that is prohibited by state or federal statutes.

APPLICANT'S RESPONSIBILITIES

1. Secure a certificate of insurance with a minimum \$1,000,000 combined single limit, which covers all patrons and participants engaged in any activity for any injuries sustained and for liability in cases of negligence on the part of the applicant. The certificate is required for facility use and must accompany the Facility Usage Request.
2. Pay restitution for any damage to the district's building, equipment or fixed assets that occurs directly or indirectly from action arising out of, or in connection with, the applicant's use of the district's facilities. All damages will be assessed at current market price for materials and labor.
3. Designate at least one adult with the responsibility of serving as an emergency responder who, when possible, should be trained in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED); and report any injury to the Director of Athletics & Activities within 24 hours of the incident taking place. An accident report will be required.
4. For non-profit organizations (Class I, II, III or IV), maintain and show proof of tax-free status as defined by state and federal regulations.
5. Be present only in the areas designated within the contract; provide adequate and appropriate supervision - both for the event's participants and its attendees - in all areas where people may congregate; prohibit unauthorized individuals from loitering at the district's facilities; and keep the facility neat and free of debris. No pets are allowed on campus, except for service animals.
6. Provide police security for any event with an expected attendance of 500 or more. The district reserves the right to limit the capacity for any given event. Any police presence will be paid for by the applicant.
7. Provide a roster of participants that includes name, address and phone number.
8. Adhere to state laws that prohibit the use of tobacco or consumption of alcohol on district property.
NO SMOKING IS ALLOWED ANYWHERE ON DISTRICT 210 PROPERTY.
9. Ensure that all state and local ordinances are followed, including any room capacity/fire ordinances.
10. Prohibit any signs, displays or materials from being attached or affixed to a facility without approval in the contract or consent from Lemont High School's administration.