



CENTRAL SCHOOL DISTRICT #104

Imagine . Inspire . Achieve

303 Hartman Lane 🐾 Phone: 618.632.6336x300 🐾 Fax: 618.632.0263 🐾 www.central104.org

Dr. Gabrielle Rodriguez

District Superintendent
grodriguez@central104.org

Request/Agreement for Use of School Facilities/Equipment

Central School District #104

School facilities/equipment are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities/equipment for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times. Please complete form and return to a building office or the District office:

Person Requesting Facility _____

Organization _____

Address _____

City/State/Zip _____

Phone number(s) _____

Date(s) requested _____

Purpose _____

Start Time _____

End Time _____

Insurance Company _____

(Current Certificate of Insurance is required and must include either Central SD 104 or the Individual School Name as holder)

Admission Charge:

No

Yes – How much?

\$ _____

FACILITY REQUESTED (Check one)

Central Elementary School

Joseph Arthur Middle School

*ROOM NEEDED – (Check all that apply)

	Class A	Class B	Class C	Class D	*Estimated Charges
<input type="checkbox"/> Gymnasium	\$0	\$30.00	\$72.00	\$150.00	_____
<input type="checkbox"/> Cafeteria/Commons	\$0	\$30.00	\$90.00	\$210.00	_____
<input type="checkbox"/> Kitchen	\$0	\$30.00	\$72.00	\$150.00	_____
<input type="checkbox"/> Classroom	\$0	\$12.00	\$30.00	\$60.00	_____
<input type="checkbox"/> Library (tables only)	\$0	\$12.00	\$30.00	\$60.00	_____
<input type="checkbox"/> Outside Facility	\$0	\$12.00	\$24.00	\$48.00	_____

*SERVICES NEEDED

Custodian _____ hours @ \$36.00/hr. (Rate set annually)

Cook _____ hours @ \$36.00/hr. (Rate set annually)

Board of Education Members

Anthony Ballard 🐾 Joseph Crismon 🐾 Josh Flint 🐾 DeWonda McComb 🐾 Andrea Mouser 🐾 Sarah Svoboda 🐾 Christina Ward

Supervisor _____ hours @ \$36.00/hr. (Rate set annually) _____

***NOTES:** Room charge schedules are figured for up to four (4) hours of use. Additional hours will be prorated at an equal per hour rate. Custodian charges may be made to Class A groups if such services are required. Fees may be waived if individuals serving as the contact person/supervisor of the group renting/using the facility can satisfy district needs to have a clean, organized and secure facility after a rental period. If supervisors are taking the responsibility to lock/unlock doors, clean the facility, etc., a key may be provided for the use of the facility as long as it is returned immediately after the rental period. **PAYMENT IS DUE UPON APPROVAL OF REQUEST TO Patricia Cavins in District Office (pcavins@central104.org. Failure to pay final charges may prevent further building usage. Fob access must be coordinated with the building principal prior to use of the facility.**

It is agreed by the undersigned that the organization will save and hold the Board of Education, its employees, and agents harmless of and from any and all loss, damage, or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in and about, during and because of the use of said school facilities.

Requestor _____

Date _____

Principal _____

Superintendent _____

Approved

Approved

Denied

Denied

Approved by BOE on 01/14/2013 – Amended by BOE on 06/09/2015- Amended 04/09/2024

Central School District #104 Rules and Regulations for Use of School Facilities or Equipment

1. Classification of Groups

For the purpose of implementing these rules and regulations, groups shall be classified under four categories as follows:

Class A - School or school-affiliated groups

This category includes student groups within District #104 or school programs, school clubs, employees' organizations, parent groups, etc. that are primarily comprised for District #104. No fees will be charged in this classification unless extra custodial or kitchen fees are necessary.

Class B - General Public Functions

This category includes non-school affiliated student groups whose membership is primarily composed from within District #104 (scouts and 4-H clubs), tax supported bodies, or youth and adult character building organizations not operating for profit. **Custodial fees may be waived. An approved organization meeting on a regular basis shall pay a one-time fee of \$30.00 rather than multiple fees.**

Class C - Civic and Church Groups

This category includes groups which are not school affiliated or for regular meetings of civic and church groups. Typical events sponsored by Class C would include; fraternal organizations, family reunions and gatherings, civic clubs, and church groups. Charges equal to the cost of the operational expenses will be made.

Class D - Commercial Rental

This category includes closed political meetings and meetings called for commercial or semi-commercial purposes or group benefit and organized groups within the community dedicated to personal or private use for meetings or entertainment. Commercial rental rates will be charged in accordance with the facilities used and the published rates of this policy. Any non-school sponsored event that charges admission will be classified as Class D.

2. General Requirements

A. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school.

B. Applicants for use permits must satisfy the Superintendent or designee that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education.

C. Class B, C, and D permit holders must agree to save and hold harmless the said public schools and must agree to assume

Board of Education Members

Anthony Ballard 🐾 Joseph Crismon 🐾 Josh Flint 🐾 DeWonda McComb 🐾 Andrea Mouser 🐾 Sarah Svoboda 🐾 Christina Ward

responsibility for all liabilities arising incident to occupancy, it being understood and agreed that Central School District #104 assumes no obligation respective to the use of or misuse of such premises.

3. Special Requirements and Restrictions on Use

A. School facilities may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.

B. Use of tobacco, intoxicating beverages and harmful drugs are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.

C. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close promptly at 10:00pm, unless otherwise approved by the Superintendent.

D. Use of any materials on floors or other parts of the building without specific approval of the Superintendent or designee is strictly prohibited.

E. Organizations using the facilities without charge must set up and restore, under the supervision of the applicant, all furniture and equipment.

F. Any decorations shall be assembled in a manner that will not be destructive of school property, and such production shall be in accordance with local and state regulations and approved by the Superintendent or designee. All decorations shall be removed from the building before 6:00am of the next school day.

G. Permit holder shall assume responsibility for securing necessary police and fire supervision in accordance with city ordinances or other governmental regulations or if so directed by the Superintendent or designee.

H. Permit holder shall be fully responsible for all damages or loss of school property, including that belonging to students or employees, as well as his/her own property, occurring during the time the building is in use under the permit.

I. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements made with the Superintendent or designee. Extra compensation must be paid for employees to operate or supervise special or extra equipment. No equipment is to be loaned or rented for use outside public school property without written authorization from the Superintendent or designee.

J. The Superintendent, at his/her discretion, reserves the right to suspend, or terminate the use permit at any time.

K. School facility use will be terminated if billed charges are not paid within forty-five (45) days after the event. All checks shall be made payable to: **Central School District #104.**

Board of Education Members

Anthony Ballard 🐾 Joseph Crismon 🐾 Josh Flint 🐾 DeWonda McComb 🐾 Andrea Mouser 🐾 Sarah Svoboda
🐾 Christina Ward