

EAST DUBUQUE UNIT SCHOOL DISTRICT #119

Application for Use of School Buildings and Facilities – Complete this form and return it to the respective building principal.

HIGH SCHOOL & JUNIOR HIGH

200 Parklane Drive
East Dubuque, IL 61025
TEL: 815-747-3188
FAX: 815-747-3516

ELEMENTARY SCHOOL

100 School Road
East Dubuque, IL 61025
TEL: 815-747-3117
FAX: 815-747-3827

Name (please print) _____ Signature* (person responsible) _____

* Your signature indicates that you agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

1. Please select which campus you are requesting: High School & Junior High campus _____ Elementary campus _____

2. I request permission to use the following: (check all that apply)
Cafeteria _____ Library _____ Computer Lab _____ Gym _____ Athletic Field (specify) _____

3. I request permission to use the following supplies:
podium _____ microphone _____ overhead projector _____ TV/VCR/DVD _____ Other _____

Name of Organization _____

Address _____

Telephone Number _____ Approximate Number in Group _____

Date(s) _____

Time In _____ Time Out _____

Purpose _____

*** If selling concessions, you are required to sell plastic bottled beverages with screw-top caps. ***

The use of school facilities for school-related purposes has precedence over all other uses. As a result, previously approved building and facility uses will occasionally need to be cancelled or rescheduled.

All non-school related groups must:

- 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.
- Pay for any damages to school facilities, furniture, or equipment arising out of 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 Board's discretion.
- Upon request, supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss and names the school district as an additional insured.
- Supply adequate supervision and security to ensure proper care and use of school facilities.
- Agree to use appropriate emergency procedures, including calling 9-1-1 for medical emergencies and whenever an AED or an Epi-pen is used. The District will neither supervise the activity nor will it supply individuals to act as emergency responders.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
- Before leaving the grounds – clean all rooms used for the function, including restrooms and hallways; turn off all lights; check and secure all doors that were open and accessible.

Fee: A fee of \$45.00 per hour will be assessed anytime the facilities are used for the purpose of generating revenue which is not returned in full to the East Dubuque School District. If a custodian is not normally on duty and must unlock and relock the building, the custodian must remain on duty during the entire time period, including set-up and clean-up responsibilities.

Invoicing: Following the event, an invoice will be mailed to the person signing this agreement. Payment should be made payable to: East Dubuque School District and mailed to the respective building principal at the address listed at the top of this application, within 10 days of receipt of the invoice.

Date Received _____ Approved _____ Denied _____ Principal's Signature _____
Updated: 10/31/17