

Limestone Walters District #316
8223 W. Smithville Rd.
Peoria, IL 61607

Guidelines For Groups Using Building or Facilities

Group leaders are responsible for making sure that their members follow these rules whenever they are allowed to use the building or facilities.

1. Groups using the building should in no way interfere with the educational functions of the school.
2. Groups requesting use of the building must gain approval from the school superintendent.
3. Groups should not use any athletic or educational equipment unless approval has been gained from the superintendent in advance.
4. Groups should not use classrooms unless approval has been granted by the superintendent and teachers should also be notified.
5. Groups should stay out of the coaches supply room in the gym. If something is needed from these rooms, it should be requested in advance so that it can be placed outside this area.
6. Group members should refrain from bringing their children to an adult activity unless proper supervision will be supplied. These children should remain in the same area and not be allowed to run throughout the school building. In addition, they should not be allowed to use the gym equipment, especially equipment that can cause injury such as the climbing rope, parallel bars, weights, high jump equipment, and so on. **Gym shoes must be worn in the gym.**
7. Any organizations of groups using the building and/or facilities shall designate one member of its group as being in charge of and responsible for the program or activity. This person shall in turn be responsible to the superintendent.
8. If the group leader is issued a key to the building, it should stay with the group leader. This key is not to be loaned to anyone else without the consent of the superintendent. All keys should be turned in after the activity.
9. It is the responsibility of each group using the building to make sure everything is left as it was found. **All messes should be cleaned up!** This is not the job of the school custodian. Building clean-up guidelines should be followed.
10. Each group is responsible for any damage done to equipment or other school property. Broken equipment or damaged property will have to be paid for.
11. Groups planning to use the building should clear dates with the school superintendent as soon as possible as the calendar fills up very rapidly. Any conflicts that arise between a school function and a group function shall be decided by priority. School activities and school sponsored groups will have precedent over community group activities.

12. All non-school related groups must:

- a. 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.
- b. Pay any damages to school facilities, furniture, or equipment arising out of its 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.
- c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.

13. If the above rules are not followed, the group will not be allowed to use the building thereafter.

14. Groups are responsible to see that windows are closed, bathroom facilities checked for running water, all lights turned off, and **all doors locked and secured.**

Limestone Walters School District #316
8223 W. Smithville Rd.
Peoria, IL 61607
Phone: 309-697-3035

Request For Use of School Building/Facilities

Use of the school building/facilities shall be subject to the following conditions:

1. All requests are to be submitted on an approved form not less than three days before the date of the event.
2. All requests must be approved in advance by the Superintendent or Board.
3. The organization shall be responsible for any physical damage to school property, and clean up of facilities used.
4. District 316 will **not** be responsible for any personal liability. All liability rests with the organization and/or its agent.

I, _____, agree that our _____ will
(Name of person responsible) (Name of group)

not hold District 316 liable for any liability caused by our group while using the facilities of District 316.

5. The building shall be opened by the person designated on the request and for that specified time.
6. The agent(s) of the organization shall be responsible for the conduct of all participants during the entire period of use.

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1. Name of Organization_____

2. Nature of Activity_____

3. Person in Charge and Title_____

4. Phone Number of Person in Charge_____

5. Email Address of Person in Charge_____

6. Address of Person in Charge_____

7. Facilities in the Building You Need to Use (Check those needed):

Restrooms ☐
Classroom ☐

Cafeteria ☐
Library ☐

Kitchen ☐ Gym ☐
Teachers Lounge ☐

8. Use of Baseball Diamond ☐

9. Frequency That You Need the Building or Baseball Diamond

Once Only ☐

Weekly ☐

Monthly ☐

Other ☐

10. Requested Date and Time (for multiple dates, email Mrs. Powers) _____

11. Final Date Needed _____

12. Equipment to be Used _____

I have read and agree to follow Guidelines for Groups Using Building/Facilities:

(Signature of person in charge)

(Date)

Request Keys For:

Outside door ☐

Classroom door ☐

Kitchen ☐

Teachers' Lounge ☐

Other ☐

Key(s), both regular and electronic, are to be returned to the school office after the completion of the event of this request.

.....
OFFICE USE ONLY:

Approval for this organization to use the building or baseball diamond as requested above was granted by:

(Signature)

(Date)