

DAMIANSVILLE

ELEMENTARY SCHOOL

101 East Main Street
Damiansville, IL 62215
(618)248-5188
FAX (618)248-5910

Damiansville Facilities Gym Rental Agreement Information- Residents Use ONLY

Below is the form for the Damiansville Gym Rental Agreement and Information.

This form is for informational purposes only.

To obtain use of the facilities please contact the Damiansville Elementary Office by emailing: ekorte@dville62.com or calling 618-248-5188.

A schedule of the facilities usage can be found on the Damiansville Elementary website: <https://dville62.com/>.

A form will need to be completed at the school office using the guidelines outlined below.

Damiansville Facilities Gym Rental Agreement and Information- Residents Use ONLY

DAMIANSVILLE RESIDENCY REQUIRED- Residency can be constituted by providing a proof of payment for local school taxes, a lease agreement, or a city utility bill showing that you live within the school district boundaries, _____. Initial if agreeable (Residency documentation may be requested).

Please complete the needed information below and submit to the District 62's representative.

Organization/Family name	Requested school facility
Supervisor from organization/family (must be 21 years of age or older and a <u>resident of Dist. 62</u>).	Address/Phone
Program/Activity	Date (s) and start/end time (s)
Equipment needed	Materials to be brought into facility
Room arrangement, including decorations	Food service required

**This application must be approved before a non-school related group is allowed to use school facilities.

** Use of school facilities for school purposes has precedence over all other uses.

INSURANCE REQUIREMENTS: Residents may be asked to provide evidence of liability insurance. If renter is an organization, a Certificate of Insurance must be provided. The District may require that a copy of the Homeowner's or Personal Liability Insurance be provided. If renter does not have Personal Liability Insurance, it can be purchased through the Catholic Diocese of Belleville at least 15 days in advance of the event.

Please list your insurer (required): _____

Determination if insurance documentation is required: Yes (see attached) ____ No ____ (Office Use Only)

FACILITY AGREEMENT: As renter of the facility at St Damian Parish, the undersigned agrees to protect, indemnify and hold harmless Damiansville Elementary School #62, St. Damian Parish, and the Catholic Diocese of Belleville from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property. The undersigned further agrees to protect, indemnify and hold harmless Damiansville School District #62, St. Damian Parish, and the Catholic Diocese of Belleville from any and all claims, cost of expenses arising from any failure of the renter in any respect to comply with or perform all requirements or provisions of the agreement, or of any applicable law of ordinance, during the period of use.

_____ Initial if agreeable

SAFETY AND EMERGENCY PLANS:

All non-school related groups must agree to use appropriate emergency procedures including call 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used. The gym's safety plan can be found located next to the AED in the gym. All groups or individuals are responsible for reading and following any safety procedures. The resident completing the application will be the designated first responder for the facility if it is being used as a fitness facility (gym). The said first responder is responsible for locating the AED and Safety plan during the event and is responsible for all emergencies that take place during the rental. The renter also agrees to inform the superintendent or their designee in the event 9-1-1 is called or the AED is used.

Important: The District will not supervise the activity nor will it supply trained AED use's to act as emergency responders at any time, including during staffed business hours. _____ Initial is agreeable.

GYM CHARGES: Fee for gym rental and if required a copy of Certificate of Insurance of Homeowner/Personal Liability Insurance are due when the contract is signed. In addition to the rental fee, a \$300 Damage/Clean-up Deposit is also due when the key is picked up. This deposit will be retired after inspection of the premises. The gym must be cleaned up and left in the same condition as found prior to the event. Failure to do so will warrant the loss of the deposit (\$300) and may result in additional charges for a cleaning fee. Standard usage charges are listed below. In the event of damage to the property of extended clean up duties, Damiansville Elementary School District #62 has the right to decline further rental agreements with the said individual or group. _____ Initial if agreeable

ASSOCIATED GYM RENTAL FEES- PLEASE CHECK ALL THE FEES THAT APPLY

Gym (weddings, anniversaries, socials, etc.)

_____ Damiansville Residents.....	\$150.00
_____ With Kitchen Use.....	\$175.00
_____ Auction (non- school related, must be pre-approved).....	\$400.00
_____ Damiansville School Organization.....	Free
_____ Damiansville Town Organization.....	Free
_____ Funeral Lunches for St. Damian Parishioners.....	Free

Sports Teams

_____ Damiansville must comprise at least of ½ of team.....	Free
_____ Damiansville comprise less that ½ of team.....	\$40.00/2 hours
_____ Non-Select teams composed of Damiansville-Albers students. Team must allow all students (who are age appropriate) to participate on the team.....	Free

Payment: Total Fees Collected _____ Payment Method: Check _____ Cash _____

Internet: Access to the District's WiFi network is not included in the rental agreement and will not be granted under any circumstances. _____ Initial if agreeable

I certify that I am authorized to act for the above named organization. I understand that: 1) the granting of this request does not constitute recognition of my organization as a school-related group of activity, and 2) my organization may not represent itself of any of its activities as school related.

I agree to: 1) abide by the conditions stated in this application, and 2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Any individual who's deposit is not returned for any reason, will forfeit the ability to rent the space for future events.¹
_____ Initial if agreeable

The Superintendent of designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (Note to Superintendent of designeeL After approving or denying this application, return a copy of it to the person making the request).

_____ **Approved**

_____ **Denied**

Superintendent or designee

Date

¹ Revised 01/10/2022