



APPLICATION & PROCEDURES FOR USE OF SCHOOL FACILITIES

Decatur Public School District 61 will cooperate to the extent possible with local organizations, governmental agencies and individuals requesting the use of any public school facilities for the promotion of a community-leisure-time program. In order to preserve the buildings for their original intended purpose and to ensure that the school district does not subsidize the organization through out-of-pocket expenses, definite requirements on the part of the person(s) who request the use of these facilities have been established.

A. Procedure for obtaining building use privileges:

1. Organization should complete this application and submit it to the Chief Operational Officer, 101 West Cerro Gordo, Decatur, Illinois 62523.
2. The application must be received at least fourteen (14) days before the date of use of the building.
3. Approval for use of a school district facility will be by the building principal and the Director of Business Affairs.

B. Policy and Regulations:

1. **CHARACTER OF USE:** Use of school district buildings or grounds will not be approved for purposes conflicting with school uses.
2. **CONTROL AND MANAGEMENT:** All school facilities shall be under the general control and supervision of the Superintendent of Schools or his/her designee, subject to the terms and conditions of the building contract.
3. **SUPERVISION AND PROPER HELP:**
 - a. Proper supervision as determined by the Director of Business Affairs or his representative shall be provided at the expense of the organization using the facility. Police supervision may be required for some activities/events. This provision is made to ensure good order, the protection of property, the observance of the rules of the Board of Education, and the prevention of people wandering throughout the building or being on school premises elsewhere than in rooms and their direct approaches. No event shall be held until the designated school authority has received satisfactory assurance that proper supervision will be provided.
 - b. Auditoriums, gymnasiums and other rooms may be used by the general public only under the direct management of persons qualified to use and care for the equipment therein. The District reserves the right to determine which equipment can be used by the public and which equipment requires District supervision to operate.
 - c. The principal and/or Director of Business Affairs reserves the right to determine the number of operations and security personnel required. Applicant will make arrangements directly with such personnel.
4. **USE OF GYMNASIUM AND ATHLETIC FIELDS:** School gymnasiums and athletic fields shall be used primarily for school and recreation purposes. No person or group of persons shall be allowed to enter or use a public school gymnasium or athletic field for athletic purposes except under the regulations of the school authorities and unless accompanied each time by an adult leader or instructor. Each gymnasium group must be supervised by a qualified adult over 21 years of age.
5. **RENTAL OF SCHOOL EQUIPMENT:** Because school equipment is fragile and expensive and because of the difficulty of assessing responsibility for damages that may occur, school equipment may not be rented or loaned to individuals and organizations unless specified in the building rental request. No school facilities or equipment beyond those granted for this application shall be used.
6. **ALCOHOLIC BEVERAGES, DRUGS, SMOKING:** The use of alcoholic beverage, smoking, and drugs on school premises is strictly prohibited. No persons under the influence of alcohol or drugs will be permitted on school property. Smoking is not permitted on any school property.
7. **DECORATIONS:** The building principal must approve decorations to be erected and they shall be put up in a manner that will not be destructive to school property. The renter shall be responsible for the removal of all decorations prior to the beginning of the next school day.
8. **SUBLEASING FORBIDDEN:** No applicant may sublet or reassign any part of the school building.
9. **INSURANCE:** Users shall furnish a certificate of insurance, listing Decatur Public School District #61 as an additional insured, at least one week prior to building usage.
11. **CONCESSIONS/SALES/GAMES:** No games of chance will be permitted in or on school property. No concessions are to be sold without permission from the office of the Director of Business Affairs and the building principal.
12. Interpretation of the above rules is reserved to the Board of Education and its administrative staff. Any violation of the rental agreement, nonpayment of rental fees, or refusal to pay damage costs will result in the responsible person(s) or organization being ineligible for further rental of school facilities.