



## BERWYN NORTH PUBLIC SCHOOLS RULES FOR USE OF SCHOOL FACILITIES

**An annual insurance policy or certificate of insurance covering personal liability is to be obtained and deposited in the District Central office at least one week before the use of the facilities.**

1. All applications shall originate with responsible organizations or individuals located within the school district or from a group that includes a predominance of **residents in North Berwyn**.
2. Smoking is **NOT** permitted in any part of the school.
3. Alcoholic beverages and illegal substances **are prohibited** in all District 98 buildings at all times.
4. Facilities **must** be restored to original condition. Groups requesting the use of school facilities shall be responsible for setting up and taking down any equipment used.
5. Food or beverages **may not be served** in Selleck Auditorium.
6. No school equipment may be used other than that specifically approved.
7. Lighting effects using open flames shall not be used. This prohibits the use of lighted candles, lamps, etc. All occupants **must** evacuate buildings if fire alarms are activated.
8. Wax, powder, resin, or any other substances **cannot be used** on stage or gym floors.
9. Rental **does not include** use of rooms or equipment not specified in this application.
10. Each organization using building facilities **agrees to assume responsibility** for full compliance with these regulations concerning the proper conduct of people admitted and for any loss, damage, breakage, or litter occurring in the area while in use.
11. The Board of Education is not responsible for any injury to persons attending, or damage to, or loss of personal property.
12. Groups will not be permitted in the building **unless** a responsible adult leader is **present**.
13. The right to stop an activity and dismiss the group is reserved by the Board if, in the opinion of its duly appointed representative(s), the group is damaging the building, or the conduct of the group as a whole or individually is not that commonly expected of ladies and gentlemen in public. In such situations, further privileges may be denied.
14. All activities are to be terminated **no later than 10:00 p.m.**
15. Buildings are intended primarily for educational purposes. School use takes preference over any other activity. A pre-scheduled event for an outside group may be canceled if use is requested by the school principal.



# BERWYN NORTH PUBLIC SCHOOLS

## APPLICATION FOR USE OF SCHOOL FACILITIES

1. Organization: \_\_\_\_\_

2. Facility Requested: \_\_\_\_\_

Room or Rooms: \_\_\_\_\_

3. Date(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Time: \_\_\_\_\_

5. Purpose of Use: \_\_\_\_\_

6. Will Persons Using Facility Be Predominantly District Residents? YES \_\_\_ NO \_\_\_

7. Admission Charged? YES \_\_\_ NO \_\_\_ Are Fees Charged? YES \_\_\_ NO \_\_\_

Proceeds to go to: \_\_\_\_\_

8. Name(s) of Adults Who will Be Present To Supervise:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

9. The undersigned agrees to be responsible to the Board of Education for the use and care of school property. He/She further agrees that the character of the utilization will conform with that stated above. The undersigned agrees that this application is made subject to the rules of the Board of Education and agree for themselves and all others for whom this applications is made that the same are accepted and will be observed.

\_\_\_\_\_  
(Signature) (Address, City, Zip) (Phone)

\_\_\_\_\_  
(Date)

-----  
(For Office Use)

Space is Available: \_\_\_\_\_  
(Principal) (Date)

Recommended for Approval: \_\_\_\_\_  
(Superintendent) (Date)

Charges: \$ \_\_\_\_\_

Board Approval: \_\_\_\_\_  
(Board Secretary) (Date)

**AGREEMENT OF INDEMNITY**

We, the undersigned, representatives of \_\_\_\_\_, do hereby agree to indemnify and keep the Board of Education of District 98, Berwyn, Illinois, its School Board Members, Superintendent, School Principals, and agents and representatives indemnified, and to hold and save it and all its said agents and representative harmless from and against any and all demands, liabilities, charges, and expenses, of whatever kind or nature, which it, or any of its agents or representatives, may at any time sustain or incur by reason or in consequence of the permission given to said organization to use the premises of the Board of Education on the day or dates set forth in said organization's application for use of school property. The consideration for the Agreement of Indemnity is the permission given by the Board of Education of District 98 to said named organization for the use of school property.

The undersigned, jointly and severally, acknowledge that they fully understand that this Agreement of Indemnity imposes of them, jointly and severally, the obligation to reimburse the Board of Education of District 98 for any claims that the Board of Education of District 98 may pay any claimant or claimants for personal injuries or property damage arising out of the use of the property of the Board of Education of District 98 by said organization, its guests, invitees, agents, and employees, or any other member of the public attending or present at the affair sponsored by said organization of the property of the Board of Education of District 98, Berwyn, Illinois.

Signed, sealed, and delivered, this \_\_\_\_\_ day of \_\_\_\_\_, of 200\_\_\_\_\_.

\_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)