

**Germantown S.D. #60**  
**Application and Procedures for Use of School Facilities**

This application must be approved by the Superintendent before a non-school related group is allowed to use school facilities. School events, school organizations, school-sponsored programs, and organizations or activities comprised of Germantown students and/or taxpayers are all considered, for the purpose of this application, to be school related and will take precedence over groups and activities that are not school-related. The Application for Use of School Facilities is to be submitted to the Superintendent at least seven (7) days prior to the date being requested. NO applications will be accepted for events that are more than thirty (30) days in the future.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
School Facility

\_\_\_\_\_  
Program/Activity

\_\_\_\_\_  
Program/Activity dates and times

\_\_\_\_\_  
Equipment needed

\_\_\_\_\_  
Materials to be brought into facility

**1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.**

- Only the cafeteria, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
- 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 walls.
- All doors are to be kept closed at all times. Doors are not to be propped open.
- All lights are to be turned off when leaving, including bathrooms.

\_\_\_\_\_ *Initial here if this is agreeable.*

**2. All non-school related groups must agree to:**

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorney's fees, damages, expense and liability arising out of its use of school property.
- 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 Superintendent's discretion.
- Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

\_\_\_\_\_  
Insurance provider name and contact number.

\_\_\_\_\_ *Initial here if this is agreeable.*

**3. All non-school related groups must pay the following fees:**

\$20.00 per date; maximum of two hour session

\_\_\_\_\_ *Initial here if this is agreeable.*

4. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

\_\_\_\_\_ Initial here if this is agreeable.

5. All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility, 4:170-AP6. Important: the District will not supervise the activity nor will it supply individuals to act as emergency responders.

Activity being proposed is not in an indoor physical fitness facility.

\_\_\_\_\_ Initial here if this is agreeable.

6. If the request involves an indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are completed (4:170-E6, *Automatic External Defibrillator Incident Report*).

\_\_\_\_\_ Initial here if this is agreeable.

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures. Failure to abide by these rules may result in loss of privilege to use the building.

\_\_\_\_\_  
Applicant name (please print) Telephone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Applicant signature Date

\* \* \* \* \*

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important.

\_\_\_\_\_ Approved \_\_\_\_\_ Fee Waived \_\_\_\_\_ Denied

\_\_\_\_\_  
Superintendent or designee signature Date Code Number Assigned