

APPLICATION REQUEST FOR USE OF DISTRICT FACILITIES

Hinsdale Township High School District 86
5500 S. Grant Street, Hinsdale, IL 60521
(630)655-6100

Applications **must** be completed electronically. To allow for processing, application must be received at least **four weeks prior** to the function. A copy of the approval will be sent via email along with detailed rental rates.

Date(s) Requesting: _____

Facility Requested:

Hinsdale Central High School
5500 Grant Street, Hinsdale, IL 60521
(630)570-8000
HinsdaleCentralRental@hinsdale86.org

Hinsdale South High School
7401 Clarendon Hills Road, Darien, IL, 60561
(630)468-4000
HinsdaleSouthRental@hinsdale86.org

Requesting Organization:

Address:

Contact Person:

Email:

Daytime Phone:

Evening Phone:

Facility Used For:

Set-up Time:

End Time:

Areas Requested:

- Auditorium**
- Cafeteria (Kitchen unavailable)
- Classroom
- Parking Lot
- Stadium - Turf/Track**
- Baseball - Varsity**
- Soccer Field (Central Only)
- Softball - Lower Level
- Fieldhouse**
- Wrestling Room
- Swimming Pool**

- Little Theater (South Only)
- Faculty Cafeteria
- Conference Room
- Miscellaneous Room
- Turf Field - Practice**
- Baseball - Lower Level
- Softball - Varsity**
- Tennis Courts
- Gymnasium**
- Gymnastics Room

Amenities Requested:

- Air Conditioning
- Lighting-Athletic Field
- Scoreboard-Athletics
- Lighting - Auditorium
- Sound System - Auditorium/Athletics
- Piano (Upright only)

Set-up Needs (PLEASE BE VERY SPECIFIC. Attach a sheet if the below space is insufficient.):

** These areas have a required four hour minimum on school non-attendance days.

Estimated Attendance:

For Office Use Only:

Group Category #:

Area Rental Fee:

501(c) form provided

Air Conditioning Fee:

Equipment Fee:

Labor Fee:

Other Fee:

TOTAL FEE:

1. **All applicant groups are responsible for proper care and use of school facilities and for the conduct of attendees during their event, and must supply adequate supervision to ensure safety of facilities and attendees.**
 - Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity. All adult supervisors must have cell phones with them at all times.
 - Only the rooms and facilities listed in the Application and Fee Schedule, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will ensure all persons have vacated the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
 - No furniture or equipment may be moved without prior approval from the Assistant Principal of Operations.
 - Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
2. **All applicant groups must agree to:**
 - 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.
 - 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 School Board's discretion.
 - Supply proof of insurance as detailed below.
3. **All applicant groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.**

Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

 - Activity being proposed is not in a physical fitness facility.
 - Copy of the District's *Medical Emergency Plan*, detailing the location of Automated External Defibrillator (AED) devices in District facilities, has been provided. (77 Ill.Admin.Code §§527.400(a) and 527.800(c). Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Ill. law (410 ILCS 4/10; 77 Ill.Admin.Code §527.100).
4. **If the request involves a physical fitness facility, the group must:**
 - Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
 - Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
 - Require that 5-9-1-1 be called for medical emergencies and whenever an AED is used. (If using the District phone system, you must dial 5-9-1-1.)
 - Ensure that each designated emergency responder knows the location of first aid equipment and any AED and ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
 - Ensure that if an AED is used, the Assistant Principal of Operations is informed and all appropriate forms are completed.
5. **Pursuant to School Board Policy 8:20, the use of school facilities for school purposes has precedence over all other uses. The District may cancel a reservation in the event of an unavoidable scheduling conflict or due to weather, school closure or other exigent circumstances.**
6. **All groups must pay the fees itemized in the Fee Schedule and on the face of the Application.** The School Board may increase rental fees at the beginning of each calendar or school year. If an increase in rental fees affects a previously approved rental application, the applicant shall be given the opportunity to withdraw the application or cancel the rental. Deposits are nonrefundable except in the case of cancellation of the reservation by the District. **The below fees are to be paid by all groups:**
 - A \$25 application fee, which will be non-refundable unless the reservation is cancelled by the District.
 - One facility tour will be given at no cost to the rental group. Any additional facility tours will be invoiced by the hour at the Building and Grounds Staff hourly rate to the rental group.
 - Any rental group with an outstanding, unpaid balance will not be able to use District 86 facilities until the balance is paid in full.

***CERTIFICATE OF INSURANCE (COI) IS REQUIRED TO ACCOMPANY EACH APPLICATION. ***

COI must indicate "Certificate Holder" as: Hinsdale Township High School District 86 – 5500 S. Grant Street, Hinsdale, IL 60521.

District 86 Board of Education requires a hold-harmless indemnification supported by a certificate of insurance which lists District 86 as "additional insured" and requires the minimum amounts as follows:

General Liability Occurrence:

ANY PERMIT SHALL BE SUBJECT TO THE BOARD POLICY OF "COMMUNITY USE OF SCHOOL FACILITIES" WHICH MAY BE INSPECTED AT THE ADMINISTRATION OFFICE AND IS INCORPORATED HEREIN BY REFERENCE, INCLUDING THE BOARD'S RIGHT IN ITS SOLE DISCRETION TO SUSPEND OR CANCEL THIS PERMIT AND REFUND THE FEE.

General Aggregate.....\$2,000,000	Each Occurrence.....\$1,000,000
Products Comp/Op Aggregate.....\$1,000,000	Fire Damage.....\$50,000
Personal & Adv. Injury.....\$1,000,000	Medical Exp. (Any One Person).....\$5,000

By signing below, the Applicant agrees to abide by all laws governing its use of the school district's property, including the Physical Fitness Facility Medical Preparedness Act.

Applicant Initials _____

Signature of Applicant _____ **Date** _____

Building Site Manager _____ **Date** _____

Athletic Director/Activities Director _____ **Date** _____

Assistant Principal _____ **Date** _____