

Policy 8:20 Community Use of School Facilities (Effective July 1, 2020)

The use of school facilities for school purposes has precedence over all other uses. When school facilities are not being utilized by the district, student groups, school-related organizations, government agencies, and non-profit organizations can be granted the use of school facilities at no costs during *regularly staffed* hours. School facilities are available to student groups, school-related organizations, government agencies, non-profit organizations, and non-school sponsored groups during *non-school hours* for applicable costs. The use of school facilities requires the prior approval of the Superintendent or designee (Facilities Coordinator) and is subject to the following applicable procedures:

- 1) Fill out "Community Use of School Facilities" application and turn it into the Facilities Coordinator.
- 2) All non-school sponsored groups must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance.
- 3) Applicable fees and costs will be applied. (Fees may be waived at the discretion of the Superintendent.)
- 4) An approved school employee must remain present during non-school hours.

A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the board.

The District reserves the right to cancel or deny use of school facilities when such use:

- (1) interferes with any school function or affect the safety of students or employees, or
- (2) affects the property or liability of the School District.

All persons on school premises must abide by the District conduct rules at all times.

Lexington Community Unit School District #7
Community Use of School Facilities Application

Organization represented _____ Today's Date _____

Representative Making Request: _____

Phone # _____ Address: _____

Purpose of usage _____

Date(s) requested for use _____ Fees you will be charging participants _____

Time Span of requested usage (include setup & Cleanup) _____

List materials that will be brought into or near the building _____

Please indicate which room/materials/personnel that you believe you will need by circling below:

	Established Community Group/Church/Not for Profit	Private/Commercial/For Profit		***Use of Kitchen/Food Supervisor	Public Address System	Tables and Chairs	Overhead Projector/Screen	***Custodial Costs	Special Lighting	Total Hours of Use	Total Fees
Classrooms	\$0/hr	\$10/hr						\$30/hr			
Computer Classrooms	\$0/hr	\$30/hr						\$30/hr			
Library	\$0/hr	\$30/hr					\$10	\$30/hr			
Gymnasiums								\$30/hr			
Elementary Gym	\$10/hr	\$40/hr			\$10	\$10	\$10	\$30/hr			
High School Gym	\$10/hr	\$50/hr			\$10	\$10	\$10	\$30/hr			
Kitchen	\$10/hr	\$50/hr		\$30/hr				\$30/hr			
Baseball Diamond	\$5/hr	\$50/hr						\$30/hr	\$10/hr		
Football Field	\$5/hr	N/A						\$30/hr	\$10/hr		

*****Staffing Fees*****

Custodian(s) and/or Cooks will be billed at the rate of \$30.00/hour after the conclusion of the event based on total amount of hours accrued by the district staff.

"The Undersigned represents that he is authorized to act on this request for the organization named above the understands that granting of this request does not constitute recognition of such organization as a school-connected group nor used of the building space or other facility by the organization is not covered by school insurance; and agrees that such organization will not represent itself or any of its activities as school connected."

I/We do hereby stipulate and agree to indemnify and forever hold harmless said Lexington Community School District #7 against any and all claims and demands or actions which may hereafter at any time be made or instituted arising out of our use of the facilities of Lexington Community School District #7.

I/We certify we have received and agree to the facility use requirements and fees.

Signed _____ Date _____

LEXINGTON CUSD #7 FACILITY USAGE INVOICE

Lexington CUSD #7 100 E. Wall St. Lexington, IL 61753

Classrooms	\$0/hr	Established Community	Group/Church/Not for Profit	Private/Commercial/For Profit	Use of Kitchen/Food Supervisor	Public Address System	Tables and Chairs	Overhead Projector/Screen	Custodial Costs	Special Lighting	Total Hours of Use	Total Fees
Classrooms	\$0/hr			\$10/hr					\$30/hr			
Computer Classrooms	\$0/hr			\$30/hr					\$30/hr			
Library	\$0/hr			\$30/hr				\$10	\$30/hr			
Gymnasiums									\$30/hr			
Elementary Gym	\$10/hr			\$40/hr		\$10	\$10	\$10	\$30/hr			
High School Gym	\$10/hr			\$50/hr		\$10	\$10	\$10	\$30/hr			
Kitchen	\$10/hr			\$50/hr	\$30/hr				\$30/hr			
Baseball Diamond	\$5/hr			\$50/hr					\$30/hr	\$10/hr		
Football Field	\$5/hr			N/A					\$30/hr	\$10/hr		
Total Amount Due												

Please remit payment for the use of the facilities as listed in the above chart payable to:
Lexington CUSD #7, 100 E. Wall St., Lexington, IL 61753

Organization _____
 Representative _____
 Address _____
 Phone Number _____
 Date(s) of Activity _____

Isaac Steidinger, Facilities Coordinator _____ Date _____