

# Damiansville Facilities Gym Rental Agreement and Information - Residents Use ONLY

**DAMIANSVILLE RESIDENCY REQUIRED** – Residency can be constituted by providing a proof of payment for local school taxes, a lease agreement, or a city utility bill showing that you live within the school district boundaries. \_\_\_\_\_ *Initial if agreeable. (Residency documentation may be requested)*

**Please complete the needed information below and submit to the District 62’s representative.**

<b>Organization name</b>	<b>Requested school facility</b>
<b>Supervisor from organization (must be 21 years of age or older and a <u>resident of Dist. 62</u>)</b>	<b>Phone/email address</b>
<b>Program/activity</b>	<b>Date(s) and start/end time(s)</b>
<b>Equipment needed</b>	<b>Materials to be brought into facility</b>
<b>Room arrangement, including decorations</b>	<b>Food service required</b>

\*\*This application must be approved before a non-school related group is allowed to use school facilities.

\*\*Use of school facilities for school purposes has precedence over all other uses.

**INSURANCE REQUIREMENTS:** Residents may be asked to provide evidence of liability insurance. If renter is an organization, a Certificate of Insurance must be provided. If renter is a resident of Damiansville, the District may require that a copy of the Homeowner’s or Personal Liability Insurance be provided. If renter does not have Personal Liability Insurance, it can be purchased through the Catholic Diocese of Belleville at least 15 days in advance of the event. **Please list your insurer (required):** \_\_\_\_\_

**Determination if insurance documentation is required: Yes (See attached):** \_\_\_\_\_ **No** \_\_\_\_\_ (Office Use Only)

**FACILITY AGREEMENT:** As renter of the facility at St. Damian Parish, the undersigned agrees to protect, indemnify and hold harmless Damiansville Elementary School District #62, St. Damian Parish, and the Catholic Diocese of Belleville from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property. The undersigned further agrees to protect, indemnify and hold harmless Damiansville School District #62, St. Damian Parish, and the Catholic Diocese of Belleville from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with or perform all requirements or provisions of this agreement, or of any applicable law or ordinance, during the period of use. \_\_\_\_\_ *Initial if agreeable.*

**SAFETY AND EMERGENCY PLANS:**

All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used. The gyms safety plan can be found located next the AED in the gymnasium. All groups or individuals are responsible for reading and following any safety procedures. The resident completing the application will be the designated first responder for the facility if it is being used as a fitness facility (gym). The said first responder is responsible for locating the AED and Safety plan during the event and is responsible for all emergencies that take place during the rental. The renter also agrees to inform the superintendent or their designee in the event 9-1-1 is called or the 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.** \_\_\_\_\_ *Initial if agreeable.*

**GYM CHARGES:** Fee for gym rental and if required a copy of Certificate of Insurance or Homeowner/Personal Liability Insurance are due when the contract is signed. In addition to the rental fee, a \$150.00 Damage/Clean-up Deposit is also due when the key is picked up. This deposit will be returned after inspection of the premises. The gym must be cleaned up and left in the same condition as found prior to your event. Failure to do so will warrant the loss of the deposit (\$150) and may result in additional charges for a cleaning fee. Standard usage charges are listed below. In the event of damage to the property or extended clean up duties, Damiansville Elementary School District #62 has the right to decline further rental agreements with the said individual or group.  
 \_\_\_\_\_ *Initial if agreeable.*

**ASSOCIATED GYM RENTAL FEES – PLEASE CHECK THE FEES THAT APPLY**

**Gym (weddings, anniversaries, socials, etc.)**

- Damiansville Residents ..... \$150.00
- With kitchen use* ..... \$175.00
- Auction (non-school related, must be pre-approved) ..... \$450.00

**Sports Teams**

- Damiansville/Albers Coop must comprise at least ½ of team ..... Free
- Damiansville/Albers Coop comprises less than ½ of team ..... \$40.00/2 hours
- Damiansville School Organization ..... Free
- Damiansville Town Organization ..... Free
- Funeral Lunches for Parishioners ..... Free

**PAYMENT:** Total Fees Collected \_\_\_\_\_ Payment Method: Check \_\_\_\_\_ Cash \_\_\_\_\_

**INTERNET:** Access to the District's Wi-Fi network is not included in the rental agreement and will not be granted under any circumstances. \_\_\_\_\_ *Initial if agreeable.*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

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. *(Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, and send the original along with final payment to the district office.)*

**Approved**

**Denied**

\_\_\_\_\_  
 Superintendent or designee

\_\_\_\_\_  
 Date