



Community Unit School District #304

Contract for Buildings and Grounds Use

(Process for Contract Completion)

Date []

- 1. Review and Complete this Application (Print, Sign and Date "Representative of User")
2. Submit to building principal, dean or athletic director for calendar clearance and approval of type of use requested
3. Principal will submit completed form to Facilities Office for insurance certificate review, CPR/AED review, estimated billing and signature
4. Facilities Office will send user executed contract and invoice contract user for final amount after activity is complete
5. Copy of this contract must be available for review by District personnel during use.

* Required Fields (This Section Completed by Lessee)

Form fields for Organization Name, Billing Address, City, State, Zip Code, Contract Representative Name, Phone Number, E-mail, Nature & Purpose of Activity, Estimated Attendance, Fund-Raising Activity, Admission Charged, CPR/AED Representative, Expiration Date, Facility Name, Dates of Use, Time In/Time Out, and days of the week.

Form sections for Area(s) Requested and Equipment Requested, including checkboxes for Gym, Burgess Field, Auditorium, Classroom, Stage, Cafeteria, Kitchen, Locker Rooms, Restrooms, Library, Parking Lot, Podium, Microphone, Projector, Chairs, Tables, Auditorium Manager, American Flag, DVD Player, Scoreboard, Press Box, and Lights.

*\$1,000,000 Combined Single Limit, Broad Form, General Liability Certificate in which Geneva Community Unit School District #304 is named as additional insured.

Certificate must be submitted along with this application/contract. (Form 1410D) Certificate of Liability & Indemnity Insurance on File:

*The organization shall provide an individual certified in the use of CPR/AED equipment to be on site at all times during the use of District facilities. Organizations that are otherwise unable to provide a CPR/AED-certified individual will be obligated to hire a CPR/AED-certified representative to be on site during the use of District facilities.

*As a condition of District facilities use by community organizations, the organization shall indemnify and hold harmless the District, its agents and employees from and against any and all losses, costs, including attorney's fees, damages, expense and liability including statutory liability and liability under workers' compensation laws in connection with claims for damages as result of injury or death of any person or property damage to any property which arises from or in any manner grow out of the use of District facilities by the organization, its partners, members, agents, employees, customers, invitees, contractors and subcontractors.

*The organization requesting rental or use shall be held responsible and agrees to reimburse the Board of Education for any breakage or damage occurring during the use of the building except as recoverable by insurance of the User. A full report of damage must be made in writing by the responsible person representing the group reserving the facilities within one day after the damage occurred.

For Facility Office Use Only BILLING BASED ON ORGANIZATION CATEGORY TYPE AND FACILITY RENTED

Form fields for Organization's Category Type (1-4), Facility Charge, Groundsmen/Custodial Fee, and Contract Processing Fee (\$10 for each contract).

Additional Notes:

Signature and Date of Authorized Representative of User, Signature and Date of Schedule/Purpose/Approved by Building Principal/AD, Signature and Date of Final Billing Provided by Director of Facilities