

## Community Relations

### Exhibit - Application and Procedures for Use of Cooperative Facilities

*To be submitted to the Executive Director*

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

### Application for Building Facility Use

Today's Date:			
School Facility Requested:	<input type="checkbox"/> Lincoln Academy	<input type="checkbox"/> Transition Learning Center	<input type="checkbox"/> Admin. Bldg
Name of Organization:			
Part(s) of Building to be Used:			
Certificate of Insurance on File:		Expiration Date:	
Purpose of Activity (Type of Program):			
Date(s) of Use: (If more than one day, please attach a list of dates.)			
Time of Arrival:		Time of Departure:	

#### Automatic External Defibrillator (AED) Locations

Building	Location
Lincoln Academy	outside the gymnasium in hallway
Transition Learning Center	first floor, near side entrance

All non-school related groups working with students and/or adults doing physical activities must have at least one adult who is trained in CPR and AED use. That person must be present during all building use dates and a copy of their current card needs to be sent along with this application.

\_\_\_\_\_ *Initial here that this is agreeable and card is attached.*

### Schedule of Building Use Fees

**GROUPS THAT MAY USE THE SCHOOL FACILITIES FOR NO FEE DURING REGULARLY STAFFED HOURS:**

1. School Affiliated Groups: PTA, teachers associations, school committees, booster clubs, Cooperative-sponsored groups or councils, county or state school performances.
2. Park District, Groups and Organizations not affiliated with the Cooperative: Nonprofit organizations, Girl Scouts, Boy Scouts, provided that not less than 75% of the membership is composed of member district students, and is open for participation by any local citizen including those with disabilities.

**Building Use Charges are as follows:**

Area of Use	Space Usage Rate Per Hour	Custodian/Staff Rate Per Hour
Board Room (Administrative Office)	\$100.00	\$35.00

Gymnasium (Lincoln Academy)	\$100.00	\$35.00
Transition Learning Center	\$100.00	\$35.00
Field (Lincoln Academy)	\$100.00	\$35.00

- NDSEC has the ability to decide if there is a need for any special services such as Maintenance, Supervisory, and other needed personnel. For all indoor usage of any facility, a Cooperative employee must be present at all times for a minimum of three (3) hours on Saturdays.

**Regulations:**

- 1) Full payment for building use is due one week before the date of usage. Checks are to be made payable to NDSEC.
- 2) The applying organization assumes full responsibility for misuse and damage to building and equipment.
- 3) Organizations assume full responsibility for proper supervision and conduct of their groups while in the building or on the school grounds. Failure to provide proper supervision may result in denial of future privileges.
- 4) There will be no smoking or alcoholic beverage of any kind brought to or consumed on the Cooperative premises.
- 5) No school facilities will be rented or made available on school holidays or holiday weekends.
- 6) Only that portion of the building covered by this application shall be used.
- 7) Insurance on the amount of \$1,000,000 with NDSEC named as a co-insured party may be required by the Executive Director of NDSEC.
- 8) All spaces being used will be left in the same condition as found.
- 9) No food or drink allowed (only water) on Cooperative premises unless you have prior approval by the building administrator.
- 10) A listed contact person must be present at all times with one additional responsible party to help supervise.
- 11) Any changes to dates and/or times must be requested in writing at the school office. \*See cancellation policy below.
- 12) Failure to follow any of the regulations can result in loss of privileges and/or fees.
- 13) The Cooperative has the right to close a facility due to repair, maintenance, or detrimental weather conditions at any time.

**Cancellation Policy**

**\*Cancellations (not weather related) must notify the NDSEC Director of Business & Operations in writing via email within 72 hours or you may incur a fee of 50% of your scheduled rate.**

**The NDSEC Operational Board requires all users of the building to sign the following hold harmless clause in addition to agreeing to abide by the above regulations.**

*“In consideration of being able to use the Cooperative’s facilities, I, for myself, the members of my club/association/organization/council/group, my personal representatives, heirs, executors, next of kin, and assigns do hereby release, waive, hold harmless, covenant not and reimburse the NDSEC organization, its administrators, members, and employees with respect to any claims, demands, losses, damages, attorneys fees, and any other expense that may arise due to personal injury, property damage, or otherwise, suffered or incurred in connection with or incident to the use of the school facilities by the undersigned.”*

First On-Site Contact Person:		Daytime Phone:	
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Second On-Site Contact Person:		Daytime Phone:	
Name & Title of Person Requesting Building Use: <b>(Please print)</b>			
Signature of Person Requesting Building Use:		Date:	

<b>OFFICE USE:</b>			
Principal's Signature (Calendar Clearance):		Date:	
Director of Business & Operations Signature:		Date:	

New: 1/2006  
 Revised: 8/2013