

**RIDGEVIEW COMMUNITY UNIT SCHOOL DISTRICT No. 19**

Use of Ridgeview Facilities

Name of facility desired: choose from list or enter  Today's Date:

Date(s) requested  Event Time  Set-up Time

Equipment needed?  Yes  No Concession stand needed?  Yes  No

If yes, what type of equipment is needed?

Briefly describe the type of activity or program for which the facility will be used:

Name of group/organization

Name, Address and Phone number of individual who will be present to enforce policies regarding Ridgeview Facilities. This individual must learn the locations of the AED units.

All non-school related groups must:  
Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, 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 Boards discretion.  
Provide proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.

**When using outdoor facilities our organization will:**

- \*Pick up trash
- \*Turn off water and lights
- \*Enforce no cleats on track and bleachers
- \*Enforce no running on bleachers
- \*Enforce no jumping fences
- \*Enforce parking only in designated areas
- \*Abide by all IHSA rules (lightning, health issues, etc)
- \*Lock outdoor facilities (shed, garage, crow's nest)

**When using the APR/Kitchen our organization will:**

- \*Take out all trash and put trash can in kitchen
- \*Sweep floor and mop spills
- \*Make sure pilot lights are lit when leave
- \*Leave kitchen clean by washing dishes used and wiping counters
- \*If ovens/warmers used make sure turned off
- \*Put wet towels in laundry basket in back room
- \*Turn off lights and lock doors

Non-school related groups may be required to pay for a cook when using the cafeteria. and/or a custodian when using facilities. School events take priority over any non-school event. No events will be scheduled on Sundays without Board approval (form must be submitted the week before the board meeting. All groups must have adequate supervision to ensure proper care and use of school facility. No use of tobacco or alcohol on school property. Familiarize yourself wit the location of the AED's

I have read, understand and will abide by all of the above requirements. By entering my name electronically I am providing my signature. Enter Name:

Athletic Director  Approved  Disapproved  Date

Principal  Approved  Disapproved  Date

Superintendent  Approved  Disapproved  Date

The following fees will be charged: Rental charge  Certified cook fee  Custodial fee

Copy to Requester  Copy to Custodian/kitchen