

FACILITY USE FORM

PARIS HIGH SCHOOL



APPLICATION GENERAL GUIDELINES

As a service to the community, it is in the interest of Paris High School to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the school. The use of high school facilities for school purposes will have precedence over all other uses. Facilities will only be used/rented to organizations if there is a current certificate of insurance, hold harmless agreement, and application on file with administration.

Rules and Regulations:

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities. A responsible adult representative shall be present at all times. The organizations or individuals must also have adequate adult supervision to ensure proper care of and use of school facilities. Organizations or individuals using school facilities are expected to adhere to all school policies. Failure to do so could result in cancellation of facility use privileges.

In addition to school policies, the following rules are of particular note:

- Pay for any damage to school facilities, furniture, or equipment arising out of its use 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 Board's discretion.
- Supply adequate supervision to ensure proper care and use of school facilities.
- No smoking/vaping or drinking of alcohol beverages is allowed on school property.
- Do not move any furniture or equipment without prior approval of the administration.
- Do not attach, nail, or otherwise affix signs, displays, or materials to school facilities without prior approval.
- Agree to use appropriate emergency procedures including calling 911 for medical emergencies or calling 911 in the event an AED is used.
- No food or drink is allowed inside the theater. Food may be consumed in the lobby before entering.

Procedures for Scheduling

Application for the use of school facilities should be made at least fourteen (14) days before the scheduled event.

Approval to use school facilities will be made by the Principal or Board of Education in keeping with school policies and regulations.

Athletic facility requests should be emailed to Creighton Tarr: tarrc@pchs.k12.il.us

Theater and other school facility requests should be emailed to Tanner Laughlin: laughlint@pchs.k12.il.us

Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Paris High School as an additional insured for the period of time that the organization or individual will be using the school's facilities, as well as sign the School's Hold Harmless Agreement. All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

Pricing And Terms

The Principal under any circumstances has the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interest of the school or community. If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%. A pricing sheet is included with this agreement. All payments are due 30 days after the date of the event.

Hold Harmless Agreement and General Release for Use of School Facilities

For and in consideration of the use of Paris High School facilities, Lessee does hereby discharge and fully release Paris High School from any and all damages, injuries, causes of action and liability arising out of the use of Paris High School, including but not limited to, all injuries received or which at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Paris High School to hold the said Paris High School free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully defend, at their expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully pay and reimburse Paris High School for any all damage to Paris High School facilities resulting from Lessee using said facilities on said date.

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PRICING AND TERMS

GROUP 1: SCHOOL SPONSORED ORGANIZATIONS

School organizations may request to use the school facilities. Student groups and recognized school organizations may use the facilities at no charge.

GROUP 2: COMMUNITY ORGANIZATIONS

Group 2 organizations may use the school facilities at no charge upon determination by the Principal or designee that the facilities are being used for the direct benefit of students. If the principal or designee determines the facilities are not being used for the direct benefit of the students, the regular fee schedule shall apply.

1. Civic Organizations (Ex. Kiwanis, Rotary, Lions etc.)
2. Religious Organizations
3. Fraternal Organizations
4. Non-Profit Groups
5. Other

Group 3: COMMERCIAL AND POLITICAL ACTIVITIES

1. Political Party Organizations
2. Business Firms
3. Private Individuals

The Principal under any circumstances has the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interest of the school or community.

All rental fees must be paid prior to the scheduled event.

If for any reason the scheduled event conflicts with any school activity due to an oversight, rescheduling, or any other reason, all fees will be refunded 100%.

FEE SCHEDULE

Gymnasium
\$1000 per day

Cafeteria (The Den)
\$500 per day

Library
\$500 per day

Theater (Includes the use of dressing rooms and ticket booth if appropriate)
\$1000 per day

Sound/Lighting Technician \$200 4hr/Minimum + \$50 an hour beyond 4 hours.
REQUIRED Custodial Fee \$100 Gym / \$125 Theater

Computer Lab
\$250 per day

Football Field and/or Track
\$250 per day

Tennis Courts/Baseball or Softball Fields
\$250 per day

Group Status _____

Facility Fee _____

Tech Fee _____

Custodial Fee _____

TOTAL COST _____

Pricing & Terms Acknowledgment

On behalf of _____ (Organization Name), I have read, understand and agree to comply with the school policy relating to the use of the facilities. I have read the facility use information, and have been made aware of all costs associated with use of the facilities.

Signature _____

Date _____

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CONTACT INFORMATION

Requester Name:

Organization Name:

Type : ☐ FOR PROFIT ☐ NON PROFIT ☐ INDIVIDUAL ☐ PUBLIC SCHOOL ☐ OTHER

EMAIL :

Please Indicate _____

Phone :

Address :

City,
State, Zip

VENUE REQUEST

- | | |
|---|--|
| <input type="checkbox"/> PCOFA | <input type="checkbox"/> FB PRACTICE FIELD |
| <input type="checkbox"/> GYM | <input type="checkbox"/> TENNIS COURTS |
| <input type="checkbox"/> LIBRARY | <input type="checkbox"/> BASEBALL FIELD |
| <input type="checkbox"/> THE DEN | <input type="checkbox"/> SOFTBALL FIELD |
| <input type="checkbox"/> FOOTBALL FIELD/TRACK | <input type="checkbox"/> COMPUTER LAB |

Date Of Event :
M M D D Y Y

Start Time of Event :
D D M M

End Time of Event :
D D M M

Time Doors Open :
D D M M

Time Doors Lock :
D D M M

Will you need any additional access to the building? (Explain)

What items do you plan to bring into the facility

Name of Event

Type/Purpose of Event

Do you plan to have food at your event?

Will your participants be charged a fee?

Anticipated Number of Guests

Name of Caterer:

*please note NO food is allowed in the theater.

Check all that apply for the needs of your event

- ☐ Lighting Tech
- ☐ Sound Tech
- ☐ Curtains
- ☐ Chairs
- ☐ Bands Stands
- ☐ Concert Shell
- ☐ Tables
- ☐ Microphones
- ☐ Computer/IT
- ☐ Risers
- ☐ Other

☒ Custodial Clean Up (\$100 Gym, \$125 PCOFA)

*the custodial fee is mandatory for all outside organizations

Will you need assistance from PHS

- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.
- ☐ Yes, we need assistance.

(\$100 Gym, \$125 PCOFA)

If you have arranged your own support crew please identify

Requestor Signature _____

Requestor Initials _____

Acknowledgment of Hold Harmless Agreement and General Release for Use of School Facilities

Date Submitted _____

School Authority
Signature _____

Name of Insurance Carrier

Current Limits

1. All fees /expenses are to be paid 30 days after the date of the event.
2. Any damage to property or furnishings will be paid in full to Paris High School.
3. A copy of your insurance must be attached to this application
4. You agree to all the guidelines and policies set forth by the Paris High School Board of Education