



Channahon School District 17  
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## APPLICATION FOR FACILITY USE FORM

### Community Use of Channahon School District 17 Facilities

The Channahon School District 17 Board of Education subscribes to the notion that the public schools are owned and operated by and for its community. To this end, the Board of Education encourages the public use of school facilities.

Authorization for the use of school facilities shall not be considered as an endorsement of or as approval of the activity, group, or organization nor the purposes they represent.

### Requests for Facilities

Community groups or individuals who want to use district facilities must submit their requests to the building principal of the facility being requested or the school superintendent. Facilities will be made available to in-district and out of district groups on a first come, first serve basis provided that the facilities are not in use by the school and/or park district. The facilities will be made available to organizations under conditions consistent with the Illinois School Code and the policies of the Board of Education. To qualify as an in-district group, at least 50% of the participants on the roster must live within the CSD17 boundaries.

Completed applications, certificates of insurance and fee payment, if applicable, are to be submitted to the building Principal or to the Superintendent. A determination regarding the approval or denial of the facility use request will be made within two (2) business days.

Application forms are available at each school office or can be accessed by clicking on the appropriate form below:

**Access to the district facilities (Pioneer Path, N.B. Galloway, Three Rivers School and Channahon Junior High School) is prioritized as follows:**

- **First Priority Use** - Channahon School District 17 activities
- **Second Priority Use** - Activities sponsored by recognized organizations/groups that support or augment the School District's instructional, athletic or extracurricular programs (Boosters, P.T.O.)
- **Third Priority Use** - Programs offered/supervised by the Channahon Park District
- **Fourth Priority Use** - In-district non-profit groups, such as community groups, youth organizations, religious organizations and/or social organizations (e.g., Boy Scouts, Girl Scouts, Helping Hands, Channahon Baseball, Channooka Braves, local governmental agencies, churches)
- **Fifth Priority Use** - In-district for profit groups, such as private agencies, companies, vendors or businesses
- **Sixth Priority Use** - Any out of district groups

### Approval of Application

When a facility use application is approved, the applicant will be notified by the building principal and/or school superintendent. All applicable fees must be paid and a copy of the certificate of liability insurance must be submitted when applicants submit the facility use application.

### Liability

The applicant and/or organization agrees to assume responsibility for damage or liability of any kind and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities. In addition, the district requires the applicant and/or organization to furnish a certificate of comprehensive liability insurance with a \$1,000,000 combined single limit bodily injury/property damage and naming Channahon School District 17 as an additional insured.

## Regulations for Use of School District Facilities

- 1. Any event to be held requires a Facility Use Application Form** completed in full. Forms need to be submitted at least one week prior to the event and more lead-time is required for events needing special services or use of district personnel. Application forms can be obtained from and should be submitted to the appropriate Building Principal or the Superintendent. (Application forms are also available on the school district website [www.csd17.org](http://www.csd17.org)) For organizations requesting continuous access, the agreement form must be signed annually.
- 2. First Priority Use of school facilities** will be given to programs/activities supporting the school instructional, athletic and extracurricular programs. Second priority use will be given to recognized organizations/groups that are independent from but support or augment the School's instructional, athletic and/or extracurricular programs. Third priority use will be given to programs offered and supervised by the Channahon Park District.
- 3. A Certificate of Liability Insurance** is required and must be submitted at the time the application is submitted for consideration. The policy must be at least \$1,000,000. In addition, the policy must include Channahon School District 17 as an additional named insured.
- 4. Charges for Facilities** will be made to in-district and out of district non-profit and profit groups. However, in certain circumstances, the facility use fee may be waived by the Superintendent. In-district non-profit groups may include, but may not be limited to the following, community groups, youth organizations, religious organizations, and/or social organizations. Non-profit groups must be certified as a non-profit organization under section 501(C)(3) of the Internal Revenue Code. Profit groups may include, but may not be limited to businesses and/or agencies. In-district groups must be groups registered in and operating in the Channahon School District Boundaries. Out-of-district groups are groups registered and operating outside of the Channahon School District Boundaries. Fees for the various facilities are listed on the Facility Use Fee Schedule.
- 5. In the event of a cancellation** of approved events more than 48 hours before the scheduled event, facility use fees, if applicable, will be returned. Fees will not be returned for events canceled less than 48 hours before the scheduled event.
- 6. There is prohibited use of alcohol, drugs and tobacco** on all school property. The buildings and grounds owned by Channahon School District 17 are designated as safe school zones. Violators of this policy will be subject to legal consequences and facility use privileges may be revoked.
- 7. Special Equipment** needs must be identified at the time the application for facility use form is submitted. Any damage to equipment used will be billed to the organization.
- 8. Events that require use of food preparation equipment will require** the organization to provide the name and certificate of the certified food service handler. In the event that the organization cannot comply with required food service handler requirements, the organization must contract with the school district to supervise the kitchen during the entire time of the event.
- 9. Subletting is not Permitted** and will result in termination of this agreement, revoked facility use privileges, and forfeiture of any fees previously paid.
- 10. No changes to District facilities**, including the hanging of signage on District facilities, will be permitted without written permission from the District superintendent.
- 11. Jeopardizing Use** A facility will not be scheduled or scheduled use will be canceled if the District reasonably determines use will cause excessive damage to the facility. A user may be denied the future use of a school district facility if the user has damaged or has been irresponsible in the use of any district indoor/outdoor facility. Examples of irresponsible include, but may not be limited to the following: facilities are left unsecured; trash and/or debris are left at the facility; equipment is damaged or stolen; school rules and regulations are ignored or violated; use by a scheduled user occurs at a facility after an event has been canceled or postponed by inclement weather.
- 12. The school district reserves the right to revoke use.** District Superintendent may disapprove facility use requests or revoke prior approvals when he or she deems it necessary or in the best interests of the District.