

# East Aurora School District 131

## Table of Contents

Purpose, General Statement, Scope .....	2
Rental Requirements, Types of activities prohibited .....	2-3
Rental Terms .....	3-4-5
General Terms .....	5-6
Other Terms and Conditions .....	6 -7
Certificate of Insurance .....	8
Rental Categories .....	9
Hold Harmless Agreement .....	10
Rental Application/Agreement .....	11
Set Up Request Form .....	12
Aurora Fire Prevention Bureau Form .....	13
Rental Pricing .....	14
Internal School Usage.....	15
Waiver and Release of Claims and Assumption of Risk.....	16

# **East Aurora School District 131**

## **Purpose**

- 1.0** The purpose of this procedure is to define the requirements for all facility rentals of East Aurora School District 131 (EASD 131).

## **General Statement**

- 2.0** It is the intention of the Board of Education to make school facilities available to responsible groups, associations, and individuals in the community of appropriate civic, cultural, welfare, educational, or recreational activities that do not interfere with the conduct and best interests of the school system.
- 2.1** The East Aurora School District (Board of Education) recognizes the investment which the community has made for (EASD 131) facilities. The facilities may be temporarily used in accordance with the requirements contained in these guidelines and procedures. School facilities should be maximally used by citizens of the community, and outside organizations so long as the school program is not hindered.

## **Scope**

- 3.0** This procedure encompasses all facilities (indoor, outdoor and related equipment) within EASD 131.

## **Rental Requirements**

- 4.0** Renter must contact the desired school to determine availability. The Renter must obtain and complete the following forms and follow the specified guidelines under (Rental Terms / General Terms):
- Completed Application
  - Signed Hold Harmless Agreement
  - Required Certificate of Insurance
  - Not for profit certificate, (if applicable)
  - Proof of Tax-Exempt Status, (if applicable)
  - Proof of certified user of an Automated External Defibrillator (AED)
  - Proof Background checks and fingerprinting,  
(When working with School District children)
  - Proof of lifeguard certificate (if applicable)

# East Aurora School District 131

## Types of Activities Prohibited

- 5.0 The renter affirms that no event will be held for the purpose of advancing any theories subversive to the constitutions or laws of the State of Illinois, or the United States, or for the purpose of advocating social or political change by violence.
- 5.1 Any activity that violates good morals, manners, or taste; or be injurious to the buildings, grounds or equipment.
- 5.2 Smoking or alcoholic beverages are **FORBIDDEN** on district premises. No refreshments are to be served or sold on school grounds, or in the buildings except in the appropriate facilities, and only with the prior approval of the building principal or designee.
- 5.3 Any activity which conflicts with school activities.
- 5.4 Activities which are discriminatory in the legal sense.
- 5.5 Any activity which is prohibited by State or Federal law or local ordinance.
- 5.6 The use of district facilities for personal or private parties and celebrations is prohibited. These include birthday celebrations, anniversary celebrations, wedding receptions, and similar activities. Class Reunions are exempt.
- 5.7 Open flame are prohibited on EASD 131 properties. Failure to comply may result in loss of building rental privileges. (i.e. grills, wood fires. etc.)

## Rental Terms

- 6.0 When submitting the rental application, return pages 10, 11, 12, 13. Please be sure all pages are filled out completely. Forms will be returned if not filled out completely.
- 6.1 Keep pages 9, 14 for future reference. If your rental request is approved, you must follow the guidelines on these pages. The guidelines will not be reissued with your rental contract unless there are changes to the Terms and Agreement Contract.
- 6.2 EASD 131 event/activities take priority in all scheduling conflicts/rentals.
- 6.3 Any renter using school district facilities for activities, which include school-age children, will ensure compliance with the district's Student Code of Conduct.
  - Profane language, violence, theft and destruction of property will not be tolerated, and will be cause of immediate termination of contract.
  - Any illegal behavior will be referred to proper authorities for appropriate legal action. The rental/user contract may be terminated immediately by the district if the renter/user fails to comply with these provisions.

## East Aurora School District 131

- 6.4 Fees incurred by a renter for utilizing district staff will be charged through the contract of the renter in accordance with the district fee/pay schedules. District staff must be paid through district staff payroll. **Cash will not be paid “out” to district employees.**
- 6.5 Renter **MUST** provide adequate adult supervision at all times for any children participating in the event and attending the event. The guidelines for activities involving minors are; one supervisor for every (10) minors.
- 6.6 When a supervision problem occurs, a building administrator or his/her designee will contact a sponsor to discuss problems/resolution. Unsupervised events will result in termination of rental contract.
- 6.7 The Site Administrator/designee shall have authority over renters' activities, and the renter shall abide by all requests made by the Site Administrator/designee. Administrators or other authorized district staff are to have access to all facilities at any time. Premises are to be vacated at the times specified.
- 6.8 Laboratory facilities such as computer labs, home economics labs, shops, media centers, science labs and art labs **will not be rented out.**
- 6.9 The renter shall furnish the necessary certified lifeguards (**certificate to be provided to the district**) to adequately supervise the pool during the rental activity. Fees incurred by a renter for utilizing district staff will be charged through this contract to the renter in accordance with the district fee schedules. District staff **must** be paid through district staff payroll.
- 6.10 Use of the auditorium will require the assignment of one district approved operating staff. District staff will be charged through this contract to the renter in accordance with the district fee schedules.
- 6.11 **Availability of equipment is at the discretion of the facility. Additional charges may apply. IN ORDER TO ASSURE ADEQUATE TIME FOR PROCESSING, RENTER MUST SUBMIT COMPLETED PAPERWORK, AND RETURN TO THE SCHOOL AT LEAST (10) DAYS BEFORE THE EVENT.**
- 6.12 Once approved by the building principal, the proposed contract must be in the Buildings & Grounds office at least five (5) work days prior to facility use. It will be the renter's responsibility to obtain a final application from the school districts Buildings & Grounds office.
- 6.13 Renter must obtain and submit a written application for the Rental of a School Property, a certificate of Insurance, and a Hold Harmless Agreement. (See pages 8, 10, 11).
- 6.14 A fee of 5% upon approval of application and prior to usage of facility. An event **may be cancelled** if payment of (5% down) and insurance requirements are not provided (5) days prior to event.
- 6.15 Signs, displays, or materials may not be permanently attached, nailed, or otherwise affixed to school facilities, and must be removed promptly at the conclusion of the event.
- 6.16 Renter **MUST** provide proof of certification in the usage of **Automated External Defibrillator (AED).**
- 6.17 Renter **MUST** have an AED certified person on site at each event, **NO EXCEPTIONS.**
- 6.18 If determined necessary by the district, **security** will be provided for rental at a cost to the renter.

## East Aurora School District 131

- 6.19 District 131 reserves the right to relocate any function or activity to other available sites.
- 6.20 The Board of Education or its agents reserves the right to withdraw permission to use a facility when it is felt to be in the best interest of the school district (indoor and outdoor facilities).
- 6.21 Parking at the facility must be in parking lots. No unauthorized parking will be allowed (i.e. sidewalks, lawns, handicapped spaces, circle drives, etc.). Handicap parking spaces are only to be used with proper State Identification.
- 6.22 Any misrepresentation on the application for use of school facilities or in violation of the rules of the EASD 131 will be just cause for termination of rental.
- 6.23 No renters will be issued building keys/codes or swipe cards.
- 6.24 In accordance with 105 ILCS 5/10-21.9, all individuals providing Services to district children will have successfully **completed federal and state fingerprint-based criminal history records check** and check of the statewide Sex Offender Database, and evidence will be provided to the district of the same. **All such background checks will be at the renters' expense.**
- 6.25 In accordance with 105 ILCS 5/24-5, individuals providing Services to district children will be in good health and free of communicable disease, and evidence will be provided to the district of the same.

### General Terms

- 7.0 Kitchen facilities shall not be used (excluding sinks and counters), unless approved by the Director of Food Services, and under the supervision of qualified staff.
- 7.1 Renters may bring their own personal property for use. The Renters personal property are to be removed from the premises immediately upon completion of contract term unless previous arrangements have been made, and the district shall not be responsible for the renter's personal property in any way during or after a rental period. All district properties shall be left in as good condition as when received.
- 7.2 Rental cost is based on (1) hour block of time. This is the minimum number of hours that a facility can be rented. **Rental cost does not include custodial services.**
- 7.3 All remaining amounts due under the contract must be paid within the first thirty (30) calendar days of the contract's end date. **Amounts not paid within 30 days will be billed at 1% late fee charge per month.**
- 7.4 The district may cancel the use of the facility on the date or dates specified in the contract by notifying renter by telephone, messenger or letter to the address given on the contract at any time prior to any scheduled use. The EASD 131 reserves the right to refund payments made in advance for the rental of any facility if the Board of Education should decide that the contract is not in the best interest of the district.
- 7.5 The renter agrees to indemnify and hold harmless the district from any claims or loss. **Hold Harmless Agreement** (See page 10).

## East Aurora School District 131

- 7.6 When schools are closed one or more days, Monday through Friday due to inclement weather, **ALL** afternoon and evening activities in the school facilities will automatically be cancelled. Occasionally, it may be necessary to cancel activities in a particular facility due to mechanical malfunctions, such as plumbing, heating, etc.
- 7.7 During an **EMERGENCY SCHOOL CLOSING**, **ALL EVENTS** scheduled within the facility by outside groups will be cancelled.
- 7.8 All certificates (see page 2 for complete listing), **MUST** be submitted at time of submission of application. Set up sheet must also be submitted if applicable.
- 7.9 In overtime (typically weekends but not limited to) situations, there is a minimum of two (2) hour custodial fee to open and close a facility which is charged to the renter.
- 7.10 In the event a renter does not notify the school that they will not be present on a Saturday or Sunday by 12:00 p.m., on the preceding Friday, the renter will be charged a minimum of two hours for custodial fees.
- 7.11 All set-up/take down and movement of school equipment (i.e. chairs, tables, projection carts, etc.) must be done by EASD 131 staff only.

### Other Terms and Conditions

- 8.0 **In addition to the terms and conditions set forth on the Contract for use of school facilities, the following additional terms and conditions shall apply:**
- 8.1 **Sub-Contracting:** The renter shall not assign or sub-contract any facility, or area therein, nor any rights under a contract to another party. Any party other than the renter must execute a separate Contract with the district.
- 8.2 **Alteration of Premises:** The renter shall leave the premises in the condition in which it was found. Should any renter remove or change the location of any equipment, such changes shall be made at their expense and renter shall return such equipment back to the condition and location in which it was originally found. Renter shall make no changes or alterations without prior written approval of the Site Administrator/designee. No decorative or other materials shall be attached to any part of the rental facilities so as to damage these facilities. All decorative or other materials shall be noncombustible, or be suitably treated with a flame retardant. **No fireworks or explosives shall be used on the premises.**
- 8.3 **Obstruction of Passageways:** No portion of sidewalks, entries, fire lanes passageways, aisles, exits, elevators, windows, ventilators, lighting fixtures or other ways of access to the facilities or their utilities shall be obstructed, or cause to be used for any purpose other than ingress or egress.
- 8.4 **Termination of Contract Loss of Facilities:** In case of fire, casualty or other unforeseen occurrence which render the EASD 131 unable to provide contracted facilities, said contract shall be immediately terminated, and EASD 131 shall not be liable for any claims for damages resulting there from. Renter shall be liable only for payments during the time premises were used.

## East Aurora School District 131

- 8.5 **Special Interest Groups:** Regular use of facilities by special interest groups may receive a discount for annual use of facilities. Special Interest Groups are designated as Group D. A renewal after one year is the responsibility of the Contract holder. Yearly contracts must be submitted and approved by EASD 131.
- 8.6 **Compliance with Law:** Renters of District facilities shall comply with all laws of the United States, the State of Illinois and applicable city/village ordinances, including any rules and regulations contained herein for the facilities owned and under the control of the EASD 131. Violations by the renter may result in cancellation of a Contract, and immediate discontinuance of the use of facilities.
- 8.7 **Minimal Wait Time:** For building rentals, custodians will wait a minimum of one (1) hour beyond the contracted start time. The renter will be obligated to pay a personnel fee equal to a minimum of one (1) hour.

# East Aurora School District 131

9.0

## CERTIFICATE OF INSURANCE

A certificate of insurance naming EASD 131 as an additional primary insured must be submitted to the Buildings and Grounds Office at time submittal of contract agreement covering general liability which shall include the following limits:

The certificate should contain a thirty (30) day notification provision to the certificate holder and to EASD 131 prior to cancellation or modification of the policy.

### **Insurance Certificate must name "District 131 as additional insured"**

General Aggregate .....	\$ 1,000,000
Products – Comp/Op Agg .....	\$ 1,000,000
Personal & Adv. Injury .....	\$ 1,000,000
Each Occurrence .....	\$ 1,000,000
Fire Damage (any one fire) .....	\$ 50,000
Medical Expense (any one person) .....	\$ 5,000

# East Aurora School District 131

## 10.0 Rental Categories for Organizations

**Group A:** This category will not be charged for the use of the facilities or for personnel costs. All EASD 131 approved school-affiliated activities and groups, including student groups, alumni groups (Includes Class Reunions), all staff organizations among employees, and all community organizations within EASD 131 directly affiliated with the schools (PTA, Booster Clubs, East Aurora Education Foundation, etc.).

**Group B:** Not-for profit- fees to cover cost:  
This group includes groups supported wholly or in part by local taxes and not-for-profit groups. Such groups may charge fees or admission charges only to cover the cost of using the facility or expenses of the event. This category will be charged a fee, noted on the fee schedule to cover utility cost and wear and tear on equipment and/or facilities.

The Board of Education **may waive** the facility fee for approved activities, such as: Community groups within the district, Fox Valley Park district programs/activities (not-park sites), YMCA/YWCA programs/activities, Church functions, Private not-for profit groups (must provide 501C3 certificate), Community College/University, Homeowners Associations, City of Aurora Park Department, and Tiger Club. Groups supported wholly or in part by local taxes and not-for-profit organizations.

**\*Exemptions to be determined by the Board of Education**

**Group C:** Not-for profit-Fees to Generate Revenue:  
Groups which are supported by voluntary contributions of the people whose purpose in some degree parallel those of the schools; not-profit, private schools within EASD 131 and their affiliated groups, colleges, and universities; groups for not-profit which charge a spectator admission to attend the event held at a EASD 131 facility. Such as Labor unions, private clubs, YMCA/YWCA, Community College/University, Homeowners Associations, City of Aurora Park Department, Tiger Club or entertainment groups, (Except for EASD 131), (Church functions, Private not-for-profit groups etc.).

**Group D:** Private Usage and/or Fee Required Activities:  
This group of user is for all commercial, profit making individuals and groups, regardless of the purpose for their intended use of the facilities.

Any activity of profit making groups that is for the purpose of not donating profits, and proceeds to the District, or a public charity.

(Note: “Not for profit status groups may be included in this category”)

- \*\*\*NOTE\*\*\*
1. Group A, B, C and (not-profit) groups must provide proof of tax-free status, as defined by regulations of the federal and state governments.
  2. EASD 131 Business Partners are classified based on the nature of the business, and the nature of the planned activity.
  3. Renters who use the facilities for a calendar year will receive a 5% discount.
  4. Renters who use the facilities for 6 consecutive months will receive 2% discount.

# East Aurora School District 131

11.0

## Hold Harmless Agreement

**PUBLIC LIABILITY INSURANCE:** Renter covenants and agrees that Renter will, at Renter's expense, carry with a responsible insurance company approved by EASD 131 throughout the term of this lease or use, insurance as provided in Section 9.0 of the rental guidelines. Such insurance policy or policies shall have a minimum of \$1,000,000 combined single limit.

A copy of said insurance shall be delivered to EASD 131 and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least 30 days prior written notice to EASD 131. EASD 131, as used herein, shall include but not be limited to the School District, members of the School Board, its agents and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be. In addition to and without limiting or being limited by any other indemnity required of Renter, but rather in confirmation and furtherance thereof, Renter agrees to indemnify, defend by counsel reasonably acceptable to EASD 131 and hold EASD 131, and its board members, officers, agents, consultants, contractors and employees, harmless of, from and against any and all losses, damages, liabilities, claims, liens, costs and expenses including court costs and reasonable attorneys' fees and expenses, in connection with injury to or death of any person or injury or damage to or theft, robbery, pilferage, loss or loss of the use of any property occurring in or about the facilities arising from Renters use or occupancy of the facilities, or the conduct of its business or from any activity, work, or thing done, permitted or suffered by Renter in or about the premises, or from any breach or default on the part of Renter in the performance of any covenant or agreement on the part of Renter to be performed pursuant to the terms of any agreement with EASD 131 or the rental guidelines of EASD 131, or due to any other act or omission of Renter, or any of its employees, agents, licensees, invitees or contractors.

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Signature

Date

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Organization

# East Aurora School District 131

## APPLICATION AND AGREEMENT FOR USE OF FACILITIES

EAST AURORA SCHOOL DISTRICT 131  
 411 HILL AVENUE, AURORA, IL 60505  
 PHONE: 630/299-8340 FAX: 630/299-8341

Contract # \_\_\_\_\_

Not for profit Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Name of Applicant and/or Organization Phone Fax Email Address

\_\_\_\_\_  
 Name of Person in Charge Phone Purpose of Renting Facility

\_\_\_\_\_  
 Billing Address City State Zip

\_\_\_\_\_  
 Specific School/Building Requested Areas Needed (Cafeteria, Gym, Classroom, etc.)

DATE(S) REQUESTED	Time Open	Time Close	# of Hours	Rate	Fee
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
Custodial Services _____					\$ _____
Other Charges _____					\$ _____
TOTAL FEE					\$ _____

Special Equipment Requested \_\_\_\_\_

Number of People Anticipated \_\_\_\_\_ Will there be an admission fee, collection or funds solicited? YES \_\_\_\_\_ NO \_\_\_\_\_

Name of person trained on AED/CPR \_\_\_\_\_ Insurance Certificate on File YES \_\_\_\_\_ NO \_\_\_\_\_

**ALL ACTIVITIES ARE SUBJECT TO CANCELLATION DUE TO SCHOOL ACTIVITIES AND HOLIDAYS**

The Board of Education of East Aurora School District No. 131, Kane County, Illinois hereby agrees to rent facilities as listed above under terms and conditions as contained in the District's rental guidelines and procedures:

I, \_\_\_\_\_, hereby represent that I am the duly authorized agent of the above stated organization and that I am empowered to execute this contract in its behalf, for use of the school premises and to bind such organization to the covenants and conditions of such leasing as contained in this agreement. The undersigned organization does hereby agree to abide by and does hereby warrant that all of its agents, employees, and guests, shall conform to all rules and regulations concerning the use of the premises as established by the school district. I further acknowledge receiving a copy of the District's rental guidelines and procedures.

The undersigned organization further does hereby agree that as a condition to the approval of this Application it will be required to execute and deliver to the District a Hold Harmless Agreement and a certificate of insurance as provided in the District's rental guidelines and procedures.

Upon receipt of billing, the rental fee shall be made payable to and forwarded to the Board of Education of School District #131, 411 Hill Avenue, Aurora, Illinois 60505.

I have read and understand all CONDITIONS and RESPONSIBILITIES And INSURANCE COVERAGES specified in this agreement. I am Authorized to sign agreement.

SCHOOL/BUILDING APPROVAL  
 \_\_\_\_\_  
 Building Principal (or Designee) Signature Date

\_\_\_\_\_  
 Name of Applicant (please PRINT)

ADMINISTRATION OFFICE APPROVAL  
 \_\_\_\_\_  
 Signature and Title Date

\_\_\_\_\_  
 Applicant's Signature Date

**SET UP REQUEST FORM**

Is there a set up required for your event?

Yes     No

High School Auditorium Only, if so, do you need any of the following?

Projectionist                       Yes       No

Maintenance Worker               Yes       No

Sound Technician                       Yes       No

Site Supervisor                       Yes       No

Light Technician                       Yes       Yes

**Set up Diagram**

**Special Instructions**

# East Aurora School District 131

## AURORA FIRE PREVENTION BUREAU

5 E Downer Pl. Suite G

AURORA, IL 60505

630-892-9001 FAX 630-256-4139

fpb@aurora-il.org

Application for  
Assembly Operational Permit

Section 105.6.4

Normal Use Special Event Carnival Fair Circus Special Amusement  
Circle Type

Event (Business) Name \_\_\_\_\_ Date of Event \_\_\_\_\_  
Location of Event \_\_\_\_\_ Hours: \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_

### Class of Assembly (check all that apply)

Above Grade \_\_\_\_\_ below Grade \_\_\_\_\_ at Grade \_\_\_\_\_ outside \_\_\_\_\_ Tent \_\_\_\_\_ over 600 \_\_\_\_\_ over 1000 \_\_\_\_\_  
Occupant load: \_\_\_\_\_ Posted Y\_\_\_ N\_\_\_ Fire Extinguishers present: Y\_\_\_ N\_\_\_ How Many \_\_\_\_\_  
Kitchen present: Y\_\_\_ N\_\_\_ Class of Liquor License: \_\_\_\_\_ No smoking signs posted N/A\_\_\_ Y\_\_\_ N\_\_\_  
Fire Alarm: Y\_\_\_ N\_\_\_ Sprinkler System Y\_\_\_ N\_\_\_ Hood System Y\_\_\_ N\_\_\_  
Live entertainment NA \_\_\_\_\_ Y\_\_\_ N\_\_\_ Sometimes \_\_\_\_\_ How Often? \_\_\_\_\_  
Type: Band \_\_\_\_\_ DJ \_\_\_\_\_ Other (explain) \_\_\_\_\_ Stage: None \_\_\_\_\_ Temporary \_\_\_\_\_ Permanent \_\_\_\_\_  
Will you use a smoke machine? Y\_\_\_ N\_\_\_ Will you use Pyrotechnic Displays? Y\_\_\_ N\_\_\_  
Method to determined number of occupants present: Describe \_\_\_\_\_  
Ticket sales at Door \_\_\_\_\_ Presales \_\_\_\_\_ Both \_\_\_\_\_ Provide ticket manifest

**Will a tent be used** Y \_\_\_\_\_ N \_\_\_\_\_ (separate Building permit is required). See attached handout.

Size of tent \_\_\_\_\_ Number of exits \_\_\_\_\_ (attach separate sheet for additional tents)

Electric exit signs Y \_\_\_\_\_ N \_\_\_\_\_ Emergency light Y \_\_\_\_\_ N \_\_\_\_\_

How is Electrical power being supplied? \_\_\_\_\_

### Documents required for all Assembly Uses\* (attach copy)

- Provide site plan (indicate lot lines, parking, tents, building, streets and vendors)
- Provide information on Emergency Evacuation plan and Fire Safety Plan\*\*
- Seating Plan (Provide copy)
- Crowd control managers name (1 per 250 Occupants (attach list of names) and certificate  
For class go to: <http://www.firemarshal.state.md.us/crowd manager/>
- Attach letter from property owner for use of land

\*(All requests for drawings may be on one plan as long as it is clear)

**Presence of police required:** Y \_\_\_\_\_ N \_\_\_\_\_

Contact Aurora police Department (630) 256 - 5000 for requirements

The above information is true to the best of my knowledge. False or incorrect information may result in permit being revoked.

\_\_\_\_\_  
Applicant signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
**PERMIT MUST BE SUBMITTED TWO WEEKS PRIOR TO EVENT**  
Office Use  
Date received \_\_\_\_\_ Site Plan \_\_\_\_\_ Evacuation Plan \_\_\_\_\_ Occupant Load \_\_\_\_\_ Site visit \_\_\_\_\_  
Permit approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**EAST AURORA SCHOOL DISTRICT  
2013/2014 SCHOOL FISCAL YEAR  
PER THE HOUR**

<b>Rental Areas</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Group D</b>
HS Stadium w/Lights	N/A	100.00	150.00	200.00
HS Stadium without Lights	N/A	75.00	150.00	175.00
HS Auditorium Only	N/A	50.00	125.00	175.00
HS Little Theater	N/A	25.00	40.00	55.00
HS Multi Purpose Gym	N/A	25.00	40.00	65.00
HS Freshman Gym	N/A	30.00	50.00	75.00
HS Main Gym	N/A	40.00	80.00	130.00
HS Small Gym	N/A	30.00	50.00	75.00
HS Field House	N/A	40.00	80.00	130.00
HS Field House ½	N/A	25.00	40.00	65.00
HS Press Box	N/A	100.00	150.00	200.00
HS Outdoor Practice Field	N/A	50.00	75.00	100.00
HS Commons	N/A	25.00	50.00	75.00
HS Cafeteria	N/A	25.00	40.00	55.00
HS Classrooms	N/A	15.00	20.00	30.00
HS Kitchen/Warming only	N/A	25.00	40.00	55.00
MS Gym	N/A	25.00	50.00	75.00
MS Classroom	N/A	15.00	20.00	30.00
MS Library Media Center	N/A	25.00	40.00	75.00
MS Multi Purpose Room	N/A	20.00	30.00	60.00
MS Outdoor Practice Field	N/A	20.00	30.00	40.00
Elementary Gym/MPR	N/A	20.00	30.00	50.00
Elementary Outdoor Practice Field	N/A	20.00	30.00	40.00
Parking Lots	N/A	N/C	N/C	N/C

**LABOR CHARGES PER HOUR**

Auditorium Manager Lighting Tech	N/A	31.00	31.00	31.00
Student Assistants	N/A	8.50	8.50	8.50
Fireman	N/A	28.50	28.50	28.50
Saturday or any other Overtime	N/A	44.00	44.00	44.00
Sunday or Holidays	N/A	59.00	59.00	59.00

**East Aurora School District 131  
Internal School Usage**

**School Name:** \_\_\_\_\_ **School Address:** \_\_\_\_\_

**Room Set-up form for Scheduled Events (one set-up form per event)**

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Time: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

**Area(s) - Please Circle**

Cafeteria      Commons      Auditorium      Main Gym      Small Gym      Room 239  
Room \_\_\_\_\_ Room \_\_\_\_\_ Room \_\_\_\_\_ Room \_\_\_\_\_ Room \_\_\_\_\_ Room \_\_\_\_\_ Room \_\_\_\_\_

Other: \_\_\_\_\_

**Special Equipment Needed (Check everything needed)**

_____ Tables # _____	_____ Podium	_____ Television
_____ Chairs # _____	_____ Microphone	_____ VCR
_____ Waste Cans # _____	_____ Flag	_____ Overhead
_____ Custodial Coverage	_____ Coat Rack	_____ Screen
_____ Security	_____ Other _____	

- **Draw a diagram how you would like the room/area to be set up. Include position of tables, chairs, special equipment, etc.**

**Submit this completed form to Building Principal one week prior to the event.  
Make sure dates have been cleared and placed on the School Calendar.**

# East Aurora School District 131

## Waiver and Release of Claims and Assumption of Risk

The undersigned, individually and/or as parent or guardian of \_\_\_\_\_, a minor, understand that \_\_\_\_\_ [NAME OF ORGANIZATION] will be conducting a program or activity on the grounds or in a facility owned by the East Aurora School District 131 (EASD 131) and that EASD 131 does not sponsor such program or activity and is not responsible for the content of the same.

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss against EASD 131 which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program, and I voluntarily agree to assume the full risk of any injuries, damages or loss, including eye glasses and contact lenses, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with this program/activity and, to the extent permitted by law.

I waive and relinquish all claims, causes of action, expenses and compensation for all known and unknown personal injuries and property damage to me or my minor child/ward (or which may accrue to my child/ward or me) as a result of participating in this program/activity and against the EASD 131 including its officials, agents, volunteers and employees, and I further promise and bind myself, my heirs, administrators and executors, to repay to the EASD 131, its agents, employees, Board members, successors and assigns, any sum of money that it or they may hereafter be compelled to pay on behalf of me or said minor child arising out of or connected to above referenced program/activity.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims.

**Please Print**

\_\_\_\_\_

Participant's Name

\_\_\_\_\_

Participant's Signature

\_\_\_\_\_

(Parent/Guardian)

Date \_\_\_\_\_

**PARTICIPATION WILL BE DENIED** – If the signature of adult participant or parent/guardian and date are not on the waiver.