

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board.

Facilities Use Procedure for Individuals

1. Submit a Building Use Request at the Central Office.
2. Sign the Hold Harmless Clause (Insurance Waiver and Liability Agreement)
3. Obtain a copy of your Certificate of Insurance with Additional Insured Endorsement showing LaHarpe CSD #347 named as "primary additional insured."

Certificate must state evidence that the individual has "personal liability" coverage in force in a minimum amount of \$100,000 per person, \$300,000 per occurrence, and \$100,000 property damage; or combined single limit liability of \$300,000. If the Individual holds an umbrella policy, the desired amount of umbrella is \$1,000,000 per occurrence and it is to be added to the certificate.

The following should be stated on the certificate:

"It is understood and agreed that the following shall be Additional Insureds: the LaHarpe Community School District #347, and including all elected and appointed officials, all employees and volunteers, all boards, and their board members.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.

It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Reduction, and/or Material Change In coverage should be mailed to: Jo R. Campbell, LaHarpe CSD #347, 404 West Main Street, LaHarpe, IL 61450.

Copies of Hold Harmless Clause and Certificate(s) of Insurance must be on file in the Central Office prior to the event.

4. The person in charge of the activity shall be responsible for the conduct of persons using the facility and see to it that activities are confined to the areas covered by the Building Use Request Form. Alcoholic beverages, controlled substances, are not permitted in school

facilities or on school property. Smoking and tobacco products are prohibited by federal law. All users must comply with these regulations.

5. The person in charge of the activity shall be responsible for leaving all facilities, furniture, restrooms, supplies and equipment in the condition and arrangement in which they were found including securely locking doors.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: July 16, 2013