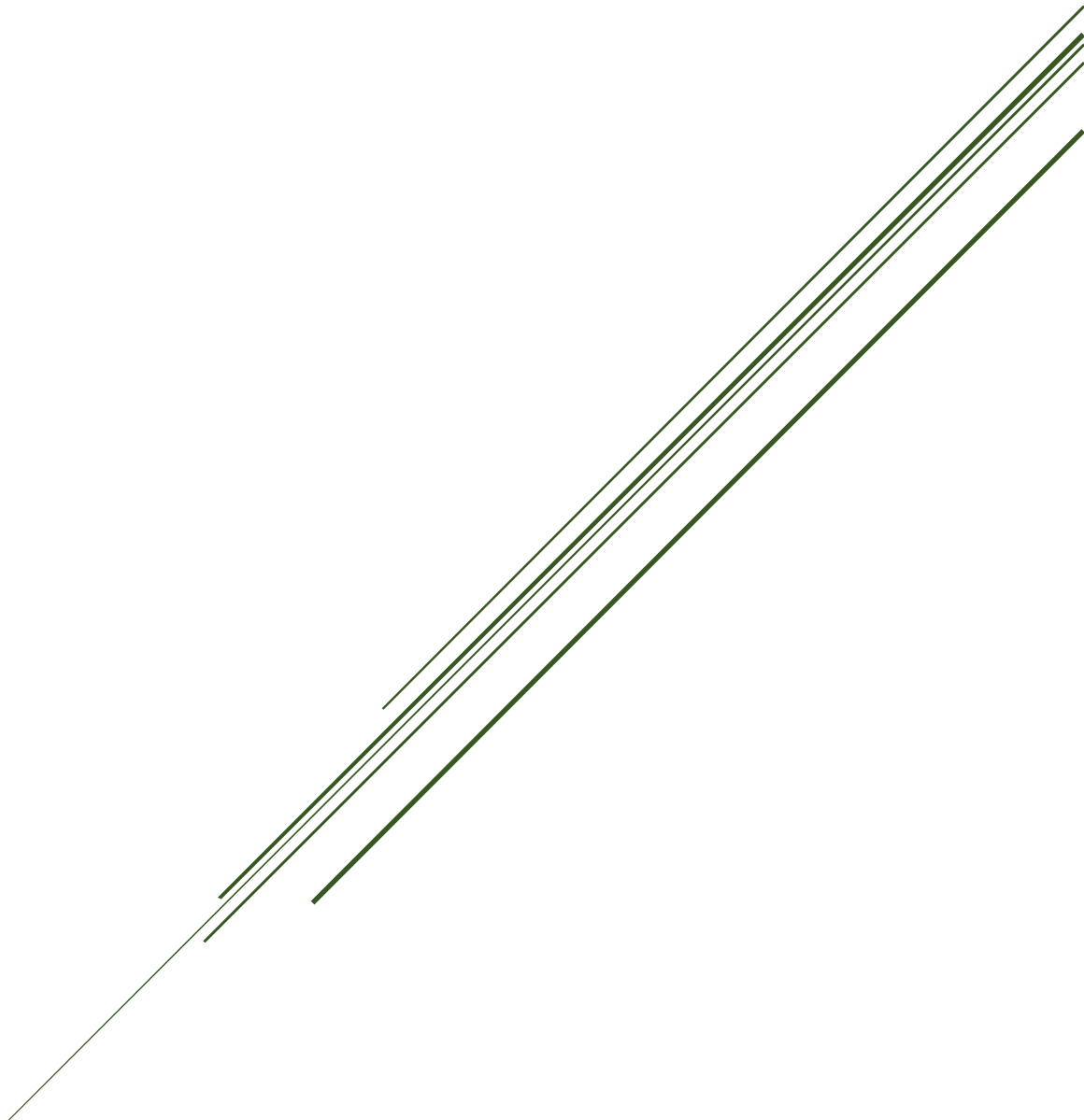


# FACILITIES RENTAL POLICY

Saint Bede Academy and Abbey



24 W US Highway 6  
Peru, IL 61354



**Introduction:** Saint Bede Academy has identified several locations for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the academy and abbey.

**Classification of Users/Priority of Use:** School and school related organizations are granted the use of school facilities rent free. However, the Academy reserves the right to recoup costs it would not have incurred but for the approved event. Such costs could include, but are not limited to, custodial and maintenance time, utilities, supplies, subsequent repairs, etc.

### **Catholic Organizations**

This event is sponsored and requested by a Catholic organization, such as one of our Catholic feeding school districts. Space requests will be decided on a first-come, first-served basis.

### **Youth Programs**

The event is initiated and sponsored by local youth programs which provides support in preparing students grades K-8 for sports/activities at SBA. Space requests will be decided on a first-come, first-served basis.

### **Local Non-Profit**

This event is non-school sponsored and requested by a not-for-profit organization (as defined by the Internal Revenue Code). Space requests will be decided on a first-come, first-served basis. Space requests will be decided on a first-come, first-served basis.

### **Out of Area Non-Profit**

This event is non-school sponsored and requested by a not-for-profit organization (as defined by the Internal Revenue Code). Space requests will be decided on a first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy.

### **Profit Making**

This event is non-school sponsored and requested by a for-profit organization external to the school. Decisions are made on a first-come, first-served basis. Decisions to permit a private, for profit event are at the sole discretion of the school. Requests will be reviewed on a case-by-case basis to determine whether the event is in conformance with school policy.

**Priority of Use:** Following are the general priority guidelines established by the school for use in scheduling school facilities. The guidelines apply to all school facilities.

- 1<sup>st</sup> Priority: Saint Bede Academy and Abbey related organizations
- 2<sup>nd</sup> Priority: Catholic Organizations
- 3<sup>rd</sup> Priority: Youth Organizations
- 4<sup>th</sup> Priority: Local Non-Profit
- 5<sup>th</sup> Priority: Out of Area Non-Profit
- 6<sup>th</sup> Priority: Profit Making



**How to Reserve Space:** Rooms are available on a first-come, first-served basis, following the priority of uses seen above. A space reservation request must be completed to confirm reservation of the facility. Saint Bede Academy must receive a certificate of insurance as well. Reservations are not considered final until an approved copy is returned to the applicant. Submit applications to Nick McLaughlin by email at [nmclaughlin@st-bede.com](mailto:nmclaughlin@st-bede.com) or fax at 815-223-8580.

**Guidelines for Use of Space:** Only the portion of the facility contracted for may be used. The school reserves the right to relocate events to a comparable space when necessary. Only events with signed contracts or letters of agreement will be honored.

Previous use of Saint Bede Academy and Abbey facilities shall have resulted in no damage having been done to either facilities or the reputation of the school.

The school may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

**Areas of Access:** Facilities may be requested outside of school day hours Monday through Friday. Facilities may also be used on Saturdays. The campus is closed on Sundays. Facilities that may be requested for use are: the baseball hitting shed, Abbot Vincent Gymnasium, the baseball field, the softball field, the track complex and the shelter/park area. No one shall enter any portion of the school or school property that hasn't been requested.

**Indemnity and Damages:** The user shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the school. The User will reimburse the school for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any audio-visual equipment repair and/or replacement. To the extent permitted by law, the user shall indemnify and hold harmless the school, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney's fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in school and abbey facilities. The school and abbey assume no liability whatsoever for any property placed by the User in school facilities.

**Insurance:** The school and abbey require non-school organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death and \$1,000,000 per occurrence for personal property damages. Saint Bede Academy and St. Bede Abbey are to be named as an additional insured. Evidence of insured coverage should be delivered to the school at least seven calendar days prior to the date(s) of the scheduled event(s). If such evidence is not received, the event may be subject to cancellation by the school

**Safety and Supervision:** Attendance at any event is limited to the fixed seating in the room or the established capacity in rooms where seats are not used. Exits may remain open and accessible at all times. All materials used as decorations must be fire resistant or flameproof. Smoking is not allowed in school facilities. Any event involving individuals under the age of 18 must be supervised at all times.



**APPLICATION TO USE SCHOOL GROUNDS, BUILDING, AND/OR FACILITIES**

Date: \_\_\_\_\_

**1. Name of Organization** \_\_\_\_\_

Please indicate which category your event would be classified:

\_\_\_ Youth Programs    \_\_\_ Catholic Organization    \_\_\_ Local Non Profit    \_\_\_ Out Of Area Non-Profit    \_\_\_ Profit Making

**2. Purpose for which facilities are to be used**  
\_\_\_\_\_

**3. Name of person in charge and responsible to Saint Bede Academy**

A. Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Telephone: \_\_\_\_\_

**4. Date(s) being requested (NO SUNDAYS):** \_\_\_\_\_

**5. Times desired:** \_\_\_\_\_ to \_\_\_\_\_

**6. Area of building or facilities required (be specific)** \_\_\_\_\_

**7. Special needs and/or arrangements of furniture, water, electric/ power, restrooms, etc.** \_\_\_\_\_

**8. Special help needed from school staff (technology staff, custodians, etc.)** \_\_\_\_\_

**9. Probable attendance** \_\_\_\_\_

AGREEMENT: I hereby assume personal responsibility for the observance of the school regulations by the organization or group in whose behalf I sign this agreement. I agree to hold Saint Bede Academy and Abbey harmless and agree to assume responsibility for all liability arising from incident to occupancy.

I also agree to provide with this application a Certificate of Insurance with Saint Bede Academy and Abbey as outlined in the attached "Minimum Insurance Requirements."

Director of Athletics \_\_\_\_\_  
(initial and date)

Fees: \_\_\_\_\_

Superintendent \_\_\_\_\_  
(initial and date)

Additional support service fees will be assessed for custodial/maintenance services provided by SBA – a minimum of three (3) hours. Any additional time will be prorated on an hourly basis.

COI \_\_\_\_\_  
(initial and date)

