

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46 ADMINISTRATIVE PROCEDURES - USE OF SCHOOL FACILITIES

I. PURPOSE AND PRINCIPLES

The seven school buildings of Community Consolidated School District 46 are designed and operated to serve the interests of the entire community. Offering quality facilities to the outside community is positive proof of District 46's dedication to a well-rounded educational program for all of its citizens. The purpose of this manual is to define policy and procedures that facilitate efficient and equitable building usage. It is based on the following principles:

1. First priority in scheduling activities beyond the school day will be given to programs offered by School District 46.
2. Programs that offer cultural, charitable, philanthropic, religious, civic and recreational activities are essential in providing families with educational and social opportunities beyond the school day. Non-profit and government organizations serving these goals will receive preference in contractual agreements and scheduling.
3. Organizations that offer educational programs on a for-profit basis are also welcome to enter into contractual agreements for facility usage.
4. Approval for facility use by any outside agency shall be consistent with recognized needs and values for their intended use, and in conformity with state laws.
5. The Department of Buildings and Grounds will coordinate facility applications, contracts, scheduling, cancellations, communication and billing. The superintendent will have final authority for approval building usage.

3. RATIONAL FOR CLASSIFICATION FEES AND CHARGES

CLASS 1 – SCHOOL DISTRICT PROGRAMS:

No fees or charges since these functions are directly related to the normal operation of the school program.

CLASS 2 – SCHOOL SPONSORED PROGRAMS (Scouts, Brownies, etc):

In most cases, no fees or charges when scheduled during times when custodians are scheduled to be in the building during the week. Charges for special events for Class 2 groups will be based on minimal operating cost for the use and operation of the program or activity. These costs are primarily for utilities. Use of special equipment, custodial support, or clean up fees may be billed as needed.

CLASS 3 – PARK DISTRICT PROGRAMS:

Rental fees to defray utilities and wear and tear of facilities. Rates based on reciprocal agreements for use of land and buildings. Use of special equipment, custodial support, or clean up fees may be billed as needed.

CLASS 4 – NON-PROFIT PROGRAMS (Churches, colleges, civic and service clubs):

Rental fees to defray utilities and wear and tear of facilities. Use of special equipment, custodial support, or clean up fees may be billed as needed.

CLASS 5 – FOR-PROFIT PROGRAMS (Fee-based Programs, Businesses):

Rental fees to defray utilities and wear and tear of facilities and limited share of profits.
 Use of special equipment, custodial support, or clean up fees may be billed as needed.

Facilities will not be made available to private promoters.

Classrooms will not be available for rental.

III. FEE SCHEDULE

Fee schedules will be determined according to the following table

Class	Description	Weekday Rate M-F		Weekend Rate Sat, Sun, Holidays		Fees
		Small Building	Large Building	Small Building	Large Building	
1	School District Programs					Set up, clean up, or custodial fees if required
2	School Sponsored Programs			\$33.00	\$33.00	Weekend Rental fees or After/Hours Open & Close Fee: \$25.00 / fees will be determined prior to rental.
3	Park District Programs	\$20.00 Pr Hr	\$20.00 Pr Hr	\$33.00 Pr Hr	\$33.00 Pr Hr	Weekend or After/Hours Open & Close Fee: \$25.00 Per building
4	Non-profit Programs	\$25.00 Pr Hr	\$25.00 Pr Hr	\$45.00 Pr Hr	\$45.00 Pr Hr	Weekend or After/Hours Open & Close Fee: \$25.00 Per space
5	For-profit Programs	\$35.00 Pr Hr	\$35.00 Pr Hr	\$66.00 Pr Hr	\$66.00 Pr Hr	Weekend or After/Hours Open & Close Fee: \$25.00 Per space

Normal Hours of operation are as follows. M-F up until 9:00 pm Saturday/Sunday 8-3:00 Pm
 Except on district holidays when the schools are closed. You may find this on the District web Page.
D46.k12.il.us

Class 2, 3, and 4 fees are primarily for cost of utilities (heat, water, light) and do not include incidental custodial services, while custodian is in the building during the course of his normal duties. Weekend rates reflect extra time required over and beyond the district’s regular schedule.

The above schedule does not include charges for rental of certain special equipment items or for extra service of assigned school personnel for their operation. School officials will determine special equipment fees based on renter requests and availability.

Events offering food require a \$100.00 refundable clean-up deposit. Use of kitchen space is available only to school sponsored groups. Kitchen use requires a special request and a minimum clean-up deposit of \$200.00. The deposit will be refunded after inspection determines that the kitchen space was left in pre-event condition.

6. APPLICATION SUBMISSIONS AND APPROVALS

Applications for use of facilities shall originate with responsible organizations or individuals representing them.

- Events in Class 1 and 2 shall be submitted to the Building Principal. The Principal will approve or disapprove, then delegate entry on the calendar to the appropriate staff. Events in Class 1 and 2 submitted for weekend use will be forwarded to Building and Grounds for scheduling and fees.
- Events in Class 3-6 shall be submitted to Building and Grounds. Building and Grounds will enter requests on a pending calendar, then email the building office staff and Principal.
- The school office will indicate approved / disapproved status on the NUTD Calendar, then send an email to Building and Grounds to indicate they have processed the request.
- Building and Grounds will notify the outside agency and complete contractual arrangements as needed.

Applications must be made on prescribed forms (School Facilities Use Forms). All conditions and requirements embodied in the applications and corresponding permit, in addition to all other regulations pertaining thereto, become a part of the agreement between the User and the Board of Education.

7. APPLICATION CONDITIONS

Applications in all cases should be made at least ten (10) days in advance of the planned program or activity. When an application has been approved by the Building Principal and Director of Operations & Maintenance, a verification copy will be sent to the applicant, building custodian, and District Office. Building and Grounds will return disapproved applications to the applicants. After the completion date of the program or activity, a final billing for additional charges not contemplated or covered in the original agreement will be determined by the Director of Operations & Maintenance.

8. PROCESSING APPLICATIONS

Applications filed during the period beginning July 1st through August 1st (for facility use during the regular school year) will be held for clearance until the fourth week in August. This will enable the Building Principal and Director of Operations and Maintenance to reconcile applications. Requests for additional programs or activities which are desired during the school year should be cleared with the Building Principal and Director of Operations & Maintenance to facilitate proper coordination for the use of the building facility. The use of school facilities will be scheduled by the Building Principal and Director of Operations & Maintenance on a semester basis utilizing the following timelines.

A. Fall Semester (September-January):

1. July 15th - Park District enters proposed date in GLPD Request.
2. August 20- School District responds to Park District requests

B. Spring Semester (February-May):

1. October 15th- Park District enters proposed date in GLPD Pending.
2. November 15th - School District responds to Park District requests

C. Summer Semester (June-August):

1. March 15th- Park District enters proposed date in GLPD Pending.
2. April 15th -School District responds to Park District requests

Applications submitted by individuals or organizations, herein before referred to as the User, and approved by authorized school officials, herein before referred to as District 46, as evidenced by a verification copy sent to the applicant will be considered to be a binding agreement on both parties, with the following exceptions to wit:

- A. The User upon 5 day written notice to District 46 may, at his option, terminate his permit and be held responsible for only those periods of use prior to termination and will be billed out for any outstanding days not covered under five day written notice.
- B. Payment to District 46 for periods of use incurred by the user shall be made within 15 days following termination.
- C. Payment must be made to the District in full 30 days from invoice date. Failure to make payments will result in termination of facilities use until current on billing.

9. RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

- A. The guiding principle relative to the use of school facilities by non-school parties will be the purpose of usage, the consistency with the aims and ideals of public education, and the welfare of the community.
- B. The User agrees to save and hold harmless the Community Consolidated School District 46 and agrees to assume responsibility for all liabilities arising incident to the occupancy of said building use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises. The User will be required to provide a Certificate of Insurance naming Community Consolidated School District 46, Grayslake, IL as an "additional insured"; the coverage must provide for Comprehensive General Liability (Bodily Injury and Property Damage Combined - Single limit of \$1,000,000.00), prior to use.
- C. Building facilities shall not be used unless a custodian or a person designated by the Director of Operations & Maintenance is on call at the district.
 - a. The custodian will open rented areas; but will be assigned other regular duties. A \$25.00 open/close fee will be applied to all weekend rentals.
 - b. If a custodian is needed during the rental period an additional charge of \$25.00 per hour/per space (\$35 per hour/per space on legal holidays) will be applied.
 - c. The building use fees are charged from the time the doors are opened to the time the cleanup is completed and doors are secured.
- D. Keys to the buildings or facilities shall be kept in possession of the custodian and will not be issued to any individual or group.
- E. The applicant is held responsible for the preservation of order and the protection of school property.
- F. The User shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, occurring during the time the facilities are in use by the User.
- G. All State and Local fire safety laws and regulations must be observed.

- H. When attendance or other conditions require the use of police, firemen, or parking attendants, the User shall assume full responsibility for their assignments and pay for their services.
- I. All programs, performances, or any usage of the school buildings must conclude before 9:00 PM, unless authorization is received by the Building Principal and/or Director of Operations & Maintenance, to extend the time of usage.
- J. Gambling, drinking or possession of intoxicants, indecency in speech, action, or dress, or boisterousness in any form are prohibited in school buildings or on school property. Smoking is prohibited in school buildings & parking areas, and on school sites.
- K. The right of concessions and sale of food or drink remains with the school, and control of concessions rests with the school officials. No food or drink will be permitted in the Middle School Gyms; if not complied with a special money assessment will be made by School District 46. In all other areas specific written permission for use of food or drink must be granted by the Building Principal and/or Director of Operations & Maintenance.
- L. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, folding goals, bleachers, etc., shall be permitted only when operated by employees or other persons authorized by the Building Principal and/or Director of Operations & Maintenance. Appropriate fees will be established in advance for the use of such equipment and for the services of operating.
- M. All materials used for decorative purposes must be approved in advance by the of Operations & Maintenance.
- N. No furniture or equipment may be moved without express approval on the permit or written consent of the Building Principal and/or Director of Operations & Maintenance.
- O. Applicants requesting modification or change in the arrangement of school facilities and/or equipment shall first secure written permission and shall bear the full expense of such move. Moving any piano from its regular position must be done by professional movers at the expense of the organization.
- P. Any decorations shall be erected in a manner that will not be destructive of school property, and such decorations shall be approved by the Director of Operations & Maintenance.
All decorations shall be removed from the building before eight o'clock a.m. on the next day after the building has been used. No scenery or other stage properties belonging to Users may be stored in buildings.
- Q. All materials used on floors for dancing purposes will be provided by the School District and applied by the custodian in charge. Proper gym shoes must be used for athletic contest and games.

- R. No groups of children or minors shall have access or use of facilities unless accompanied by a suitable number of adult supervisors.
- S. Groups with children must restrict their activity to the designated area (no playing is permitted in the public areas, i.e.; corridors, restrooms & entries).
- T. The school district will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties.
- U. The Board of Education or its representatives must have free access to all rooms at all times.
- V. All permits are subject to suspension by the Building Principal and/or Director of Operations & Maintenance for repeated or flagrant violations of the rules or nonpayment of rental fees.
 - W. Users that apply for use of District 46 Facilities for events that involve physical activity must have a person trained to use an Automatic Electronic Defibrillator on site at all times. Applications must include an AED Training Certificate for the person or persons, and a signed document indicating they will be present at all times during physical activities.

SCHOOL FACILITIES USE FORM
Community Consolidated School District # 46
565 Frederick Road
Grayslake, IL 60030

Please complete and return to the responsible organization per the Administrative procedures. **(Page 3 Item 6.)** Ensure certificate of insurance, Food certification certificate or AED users certificate is attached to form.

Name of Organization: _____ Date submitted: _____

Name\Title of person in charge: _____

Address _____ Home# _____ Work _____

Email _____ /Fax _____

School and Facilities requested: _____ \ _____

Purpose for which facilities will be used, include any special requirements.
(backboards lowered, volleyball standards, chairs, tables, etc.) Please give detailed explanation.

Certificate holder's name that will be on site during event.
if required. (AED or Food service certificate if applicable)

Day(s) and Date(s) requested for use: _____

Opening Time _____ Closing Time: _____ Time doors
of Meeting: _____ to be opened _____

Alternate Date: _____ Expected attendance: _____

Custodial assistance required? Yes ___ No ___

Start date: _____ Stop date: _____

When requesting the use of a District food preparation facility, the requestor will be required to have an Illinois certified certificate holder on site during the event.

District Food Preparation Representative

By signing this application, I agree to the rules and regulations listed on pages **1-7 of the ADMINISTRATIVE PROCEDURES - USE OF SCHOOL FACILITIES** located on the district website.

Applicant's Signature

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FOR SCHOOL USE ONLY:

The above application is: Approved _____ Not Approved _____

signed: _____ Date: _____

Principal

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FOR DISTRICT OFFICE USE ONLY: Scheduled _____ Disapproved _____ / _____

Classification and Rate per hour _____ \ _____

Charges for use of Facilities: _____

Signed: _____ Date: _____