1. PURPOSE

The providing of quality functional school buildings and facilities is positive proof of the community’s interest and dedication to all aspects of a well-rounded educational program for all of its citizens. The schools are designed and operated to serve this important phase of the total educational structure; however, first priority must necessarily be given to the needs of elementary age children in School District 46 and second consideration will be given to the Park District programs and activities.

In accordance with this fundamental principle, regular school and related functions rate the highest priority in the extended use of buildings and facilities.

Approval for public use by other groups shall be consistent with recognized needs and values for their intended use, and in conformity with state laws.

Programs and activities having as their goal cultural, charitable, philanthropic, civic and recreational values of a non-commercial or non-personal nature are encouraged and will be given careful consideration by the Building Principal when requests for school facilities are made.

2. CLASSIFICATION OF USERS

CLASS 1:
   a. School programs
   b. School sponsored programs/groups

CLASS 2:
   a. Local non-public school faculty and pupil groups.
   b. Recognized youth groups serving non-District 46 students.
   c. Grayslake Park Board sponsored groups
   d. Local Church and religious organizations
   e. Church sponsored recreational groups
   f. Local civic and service clubs

CLASS 3:
   a. Business, Fraternal and Social organizations
   b. Political parties and related groups
   c. College and University classes NOT initiated by District 46
   d. Recognized non-local organizations which charge admission for the purpose of benefiting their club treasuries

Facilities will not be made available to private promoters.

Classrooms will not be available for rental.

3. RATIONAL FOR FEES AND CHARGES

CLASS 1: No fees or charges since these functions are directly related to the normal operation of the school program.
CLASS 2: Estimated current costs to the School District for the use and operation of the program or activity. These costs are primarily for utilities. Use of special equipment may be available at an additional charge.

CLASS 3: Maximum established rental fees to defray use and wear and tear of facilities.

4. BASIC FEE SCHEDULE - MONDAY TO FRIDAY INCLUSIVE - 6:00 - 10:00 PM

CLASS 1: No Charge, except for activities requiring more than incidental custodial service.
CLASS 2: $10.00 /hr per space (for all spaces except Frederick School, Park campus, Prairieview School and Middle School Gyms).
CLASS 2: $15.00/ hr Frederick School, Park campus, Prairieview School and Middle School Gyms.
CLASS 3: $30.00/hr per space (for all spaces except Frederick School, Park campus, Prairieview School and Middle School Gyms).
CLASS 3: $43.00/ hr Frederick School, Park campus, Prairieview School and Middle School Gyms.

The class 2 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. Whenever extra time is required over and beyond his regular schedule in connection with a program or activity, an additional fee will be charged.

The above basic schedule does not include charges for rental use of certain special equipment items or for extra service of assigned school personnel for their operation. These costs are determined by school officials when a definite determination is made and requested by the applicant.

Note: Facilities are not made available for rental until 6:30 p.m. or completion of school events.

5. BASIC FEE SCHEDULE - SATURDAYS, SUNDAYS, AND HOLIDAYS

CLASS 1: No Charge, except those activities requiring custodial service overtime.
CLASS 2: $30.00 /hr per space (for all spaces except Frederick School, Park campus, Prairieview School and Middle School Gyms).
CLASS 2: $43.00/ hr Frederick School, Park campus, Prairieview School and Middle School Gyms.
CLASS 3: $48.00/hr per space (for all spaces except Frederick, Park campus School, Prairieview School and Middle School Gyms).
CLASS 3: $66.00/ hr Frederick School, Prairieview School, Park campus and Middle School Gyms

6. APPLICATION REQUIREMENTS

All applications for use of facilities shall originate with responsible organizations or individuals representing them and be submitted to the Building Principal.

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.

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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. The Principals 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 OF 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 submits Facilities Use Forms to School District
   2. August 10- School District responds to Park District requests

B. Spring Semester (February-May):
   1. October 15th-Park District submits Facilities Use Forms to School District
   2. November 1st-School District responds to Park District requests

C. Summer Semester (June-August):
   1. March 15th-Park District submits Facilities Use Forms to School District
   2. April 1st-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.

B. Payment to District 46 for periods of use incurred by the user shall be made within 15 days following termination.

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 said building use, it being understood and agreed that the School District 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
C. Building facilities shall not be used unless the building custodian or a person designated by the Director of Operations & Maintenance is present. The custodian will open rented areas; but will be assigned other regular duties. If a custodian is needed during the rental period an additional charge of $11.65 per hour/per space weekdays and $17.50 per hour/per space weekends and holidays. 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 10:00 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 Building Principal and/or Director 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.

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