



# DISTRICT 300

## FACILITY RENTAL PROGRAM Program Guide & Fee Schedule 2017-2018

It is the intention of the School Board of Community Unit School District 300 to provide the School District facilities to external community groups and organizations, for the benefit of the community and the schools.

### FACILITY RENTAL PROCEDURE

All groups wishing to utilize facilities in Community Unit School 300 should visit the District web page for information on the facility rental policy and procedures.

Any questions regarding the rental program should be directed to the appropriate building. To alleviate interruption of regularly scheduled school activities, no dates will be confirmed until approved by the building principal/designee. Upon approval, a confirmation email will be sent to the group along with a facilities contract and preliminary cost estimate; if applicable.

### RENTAL GROUP CATEGORIES:

Rental groups are divided into 5 group categories depending on their affiliation with the school district. Rental group categories will pay an amount based on the affiliation. Below are the categories and the types of fees that could be incurred for those groups.

Facility Rental Groups				
User Group 1	User Group 2	User Group 3	User Group 4	User Group 5
School Based Activities	School Partnerships	Governmental & Community Agencies	Youth Athletic	Private Interest or Non-Government
Priority 1 Scheduling	Priority 2 Scheduling	Priority 3 Scheduling	Priority 4 Scheduling	Priority 5 Scheduling
User Group 1 includes organization that serve the students, parents, and teachers of D300. These organizations exclusively include PTO's, Athletic Boosters, Music Boosters, Boys & Girls Club, Girl & Boy Scouts of America, Municipalities, Voter Precincts and Public Hearings.	User Group 2 includes organization that have signed agreements with the district such that result in a contribution to the school site, such as groups having a valid Improvement/In-kind/reciprocity agreement with D300.	User Group 3 includes recognized governmental and community agencies which provide programs for students and parents and are tax supported organizations. These groups include but are not limited to city and county parks and recreation programs, professional development, state sponsored professional training, neighborhood watch, homeowners associations, D300 school alumni organizations and grant funded partnerships which provide before and after-school tutoring or enrichment programs for D300 Students	User Group 4 includes non-governmental youth athletics whose enrollment is comprised of 75% of D300 students. In order to obtain this classification, verification of student participation may be required (student name and school attended).	User Group 5 includes those citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit or nonprofit purposes. Organizations include but are not limited to: Recreation, Education, Political, Economic, Artistic, Adult Athletics or non-D300 student athletics and faith or spiritual activities. Also included are youth athletic groups whose enrollment is less than 75% D300 students or residents.
Fees	Fees	Fees	Fees	Fees
Salary/Benefit Cost	Salary/Benefit Cost	Salary/Benefit Cost	Salary/Benefit Cost	Salary/Benefit Cost
Security & Damage Deposit	Security & Damage Deposit	Security & Damage Deposit	Security & Damage Deposit	Security & Damage Deposit
	Equipment Use Fees	Equipment Use Fees	Equipment Use Fees	Equipment Use Fees
	Sales Tax	Sales Tax	Sales Tax	Sales Tax
		Facility Use Fees	Facility Use Fees	Rental Fees



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## **REQUIREMENTS**

1. A signed facilities contract, certificate of insurance, along with an AED for sports related events must be received 5 days prior to the event.
2. The Lessee must read, understand, and comply with all “Restrictions” in the Restrictions listing below.

### **Certificate of Insurance**

1. Lessee shall supply the district a “Certificate of Insurance” naming Community Unit School District 300, 2550 Harnish Drive, Algonquin IL 60102 as the additional insurance. The certificate must also have the following minimum coverage limits:
  - Non-Profit/charitable groups—General liability with a minimum limit of Liability of \$500,000 per occurrence and/or aggregate for Personal Injury, Bodily Injury & Property Damage, including Products and Completed Operations and Contractual Liability
  - For-Profit Groups—General Liability with a minimum of \$1,000,000 per occurrence, \$3,000,000 aggregate, for Personal Injury, Bodily Injury and Property Damage).

### **Safety - AED Certification/First Aid – Emergency**

Groups that are using the facilities for physical activities must provide a trained Automated External Defibrillator (AED) user and must provide their own AED at all outdoor events. Groups will provide and have a first aid kit readily accessible at events. The individual supervising an event will have a cell phone to use to report an emergency event.

## **RESTRICTIONS**

1. Lessee must comply with fire codes, life/safety codes, and all other applicable local, State and Federal laws.
2. No alcohol, narcotics, or firearms allowed on school property.
3. No Violence or fighting of any sort.
4. No smoking is allowed on School District property.
5. No food or drink shall be sold or consumed on district property without prior approval.
6. No private parties and meetings shall not be political in nature, subversive to the U.S. Government, immoral, or discriminate against any race, color or creed.
7. No group shall attempt to raise funds or solicit contributions without prior approval.
8. No tipping of Community Unit School District Staff members is allowed.
9. Rentals are allowed during the holidays and spring vacations only under special circumstances.



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10. Rentals on school holidays will be allowed only under special circumstances.
11. Rentals are automatically canceled when emergency (snow) days are declared.
12. Rental shall be to groups only, for educational or civic gain.
13. Profanity will not be tolerated.

## USE OF SPACE

1. The School District will require District staff to open and close the building for Lessee. No keys will be given to Lessee, students or other unauthorized personnel. District staff is assigned to the building for the duration of the rental period. Custodians will start one-half hour before the scheduled rental and work as necessary after the rental. An additional hour will be applied before and after to all rental events to cover this cost. Custodians will have a work assignment by the District to meet the District needs during the rental event.
2. Lessee must have an **adult present** and in charge of the activity during the entire rental period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
3. At certain times and/or activities the school district may require additional adult supervision, chaperones, or police. All additional expenses are the responsibility of the Lessee.
4. Lessee are restricted to the use of specific area(s) and times rented. All Lessee and their participants shall confine themselves to those spaces and times. Charges will apply for extra time and space used.
5. Storage for rentals must be pre-arranged with the building. Specific arrangements must be made before the rental date. All storage is at the Lessee risk and must be removed immediately after the rental period. This is conditional upon availability of space.
6. Lessee shall not attach any item to School District property or make any modifications to building structure or equipment, including any modular storage.
7. Limited movement of furnishings will be allowed with prior approval. Requests for special set-up must be pre-arranged before use. The Building's time involved in set-up will be charged to the Lessee. The Lessee is prohibited from bringing in and using any heavy equipment and/or items in the buildings that may damage floors, walls, or any building systems. The Lessee may make arrangements for doing set-ups themselves. Furnishings must be returned to their original position.
8. The District reserves the right to restrict and remove some specific areas of the school and grounds from the rental program. Building kitchens are prohibited as rental facilities.
9. Parking lots may be rented when available. No parking in restricted areas. All local and state laws will be followed. Long term storage is not permitted in parking lots.



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10. The Lessee cannot sublet rental space.

## **DAMAGES**

1. The Lessee is responsible and liable for all damages to school district property. All instances of damage must be reported to district personnel as soon as possible.

## **BUILDING EQUIPMENT**

1. Kitchen facilities can only be operated by the District's Food Service Vendor during rental events. All costs for food service workers will be assessed to the Lessee.
2. Certain stage, AV equipment, etc. require special handling. Only building staff are required to operate auditorium AV equipment for rentals. All AV costs including AV technology workers' time will be assessed to the Lessee.
3. Equipment innate to an area will be part of the rental agreement with applicable charges. The Lessee must be qualified in the use of the equipment before use. No movement or changes of the equipment may occur without prior approval.
4. Special arrangements for the use of equipment may be possible with prior approval.
5. The district will not lend or rent equipment for use outside of the school.

## **SNOW PLOWING & SALTING FEES**

The Lessee will be charged \$250.00 for snow removal and salting fees if their event is the only event scheduled at the facility.

## **ATHLETIC FIELDS USAGE**

1. Use of athletic and play fields for recreational activities are allowed when there is no conflict with school activities.
2. School D300 reserves the right to allocate certain athletic fields and facilities for the exclusive use of the schools, where the fields are located, and thereby removing them from the Facility Rental Program.
3. The contract does not grant the Lessee permission or authority to modify or upgrade the field in any way. The contract only grants time for using the playing field. Lessee must vacate the field when their rented time has expired to minimize the possibility of interrupting the field use of another possible Lessee.
4. No motorized vehicles are allowed on school athletic fields other than emergency vehicles.
5. School grounds close at dusk.
6. The Lessee will assume responsibility for cleanup of the area after each use and will properly dispose of all garbage. If cleanup is required by School District staff, additional charges will be assessed.
7. Lessee will be provided with a field rental permit and for verification purposes, the permit must be kept readily available while on the field in case a local police officer, or school district employee asks



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to see it. If the Lessee(s) cannot present the contract/permit, they will be asked to vacate the field. If a league rents a field for multiple dates and times and then divides up the time among several coaches; the league must ensure their individual coaches have a valid contract/permit with the corresponding dates and times rented.

8. Proper care must be given to the grounds and district property. Lessee assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be reported to School D300 personnel as soon as possible.
9. No items shall be attached to School District property or any modifications made to the building structure, equipment or grounds. No storage of equipment is allowed.
10. Lessee holding field rental events with a term of one or more days and with each day lasting 2 or more hours will be required to provide a rented Portable Toilet and the cost and servicing. The School District will be responsible for determining placement.

## **PAYMENT**

The Facility Rental Program accepts the following forms of payment: credit cards (No AMEX), debit cards and checks.

## **CANCELLATIONS**

All cancellations must be in writing and received 5 business days prior to the building being used or charges may apply. If charges apply, a detailed invoice will be submitted to the group utilizing facilities.

## **PRINCIPAL'S ROLE IN BUILDING SUPERVISION**

Principals manage all programs, schedules and staff in their schools. Staff management in support areas is in partnership with supervision from district offices. Custodial schedules are developed by the principal, Director of Facilities, and the custodian. The schedules are based on District standards and specific building needs. Schedules include time for cleaning, building operations, educational function operations, and maintenance. The Executive Director of Technology & Operations and the Director of Facilities serves as a resource to the principal on all facility and grounds operations.



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## BUILDING RENTAL FEE SCHEDULE 2017-2018

The following fees are to be used in calculating the costs involved with building rental agreements for buildings and outside facilities within Community Unit School District 300:

<b>Rental Costs of Areas:</b>				
Auditorium	\$100 per hour		MS Track	\$ 75 per event
Gym/Wrestling/Locker Room	\$100 per hour		MS Football/Soccer Field	\$ 50 per event
HS Field House	\$100 per hour		MS Baseball/Softball Fields	\$ 50 per event
Commons Area / Cafeteria	\$ 50 per hour		Elementary Sports Fields	\$ 50 per event
Multi Purpose Room	\$ 50 per hour		Clean Up /Garbage Removal	\$100 per event
HS Lecture Room (HHS only)	\$100 per event		Parking lot (only event)	\$100 per event
Classroom / Faculty Lounge	\$ 25 per hour			

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User Group 1 & 2 would only incur custodial fees should the event occur during a time in which custodial staff is not normally scheduled to work. Park districts, police departments, and other governmental agencies within CUSD300 will not be charged rental fees but are expected to reciprocate. In the case of large events by any of the above-mentioned group, CUSD300 reserves the right to be reimbursed for custodial costs, equipment charges, utilities, etc.



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Fees may also be waived, subject to the approval of the Chief Operating Officer for groups that can demonstrate reciprocity. Reciprocal items must be determined by the start of the agreement and have a monetary value. Rental fees will apply should the reciprocity not be fulfilled.

The rental of athletic fields requires the approval of buildings Principal/Athletic Director and the District Administration.

## **CUSTODIAL COSTS:**

Personnel charges will be based upon the prevailing wages paid, worker's compensation, and benefits related to the hourly wages.

Custodial charges will be charged for all programs outside normal custodial hours or causing extra work. Custodial charges will start one hour before the event and end one hour after the event.

<i>Custodial Costs:</i>	Mon-Fri:	\$27.00 per hour
	Saturdays:	\$40.00 per hour
	Sundays/Holidays:	\$54.00 per hour

## **OUTDOOR FACILITIES:**

The Lessee is responsible for trash removal and site cleanup. Any work done by the District to clean the site will be charged to the Lessee at cost.

## **DAMAGE CHARGE:**

Any damage to the facility/equipment and/or additional custodial costs will be charged to the group using the facility at the cost of repair or replacement. The estimated cost will be determined by the District and communicated to the group.

## **LIGHTING & SOUND:**

All operation and use of the lighting and sound department equipment will be handled through the light/sound techs and/or the audiovisual department. An hourly rate will be charged on time used and a schedule of hours needed by the group has to be communicated to the District.

## **SNOW REMOVAL:**

The Lessee will pay for snow removal if their event is the only event scheduled at the facility the set fee is \$250.00.