

The contract for use of the facility should be completed and returned to the requested building **at least ten (10) days in advance of the requested rental date(s)**. Prior to approving this application, the Building Principal/Designee should ensure that the necessary signatures are on attached forms or obtain a copy of the organization's Certificate of Insurance and schedule the events on the building calendar. The Building Principal/Designee will then sign below and forward the completed application to the Administrative Assistant to the Assistant Superintendent of Business/Operations.

1. The organization/applicant listed here is responsible for the actions of its members and any damage to school property related to the requested facility use. District maintenance staff will be responsible for the set-up, breakdown and movement of certain school equipment (P.A. system, lighting panel, etc).
2. The Certificate of Insurance is obtained or the Election of Lessee Agreement is completed before approval is granted for facility use.
3. **100% of the calculated fees are required three (3) days prior to facility use** unless alternate arrangements have been made.
4. The organization/applicant agree to all applicable District policies regarding facility use. (See Board Policy KG attached.)
5. The Board of Education or its agent(s) reserve the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the school district.
6. Storage facilities are not available at any of our sites at any time during the year. The transfer of equipment and materials is the responsibility of the renting organization.

Signature of Applicant (Date) Building Principal/Designee (Date)

FOR SCHOOL USE ONLY

APPROVED BY: _____
Custodial Business Operations & Maintenance

CHARGES:

Facility Charge:	_____
Custodial Costs:	_____
Security Costs:	_____
Other Personnel Costs: (technicians to operate special lighting/public address system, etc.)	_____
Special Costs: (i.e., snow removal, etc.)	_____
	Current hourly charge established by Director of Building & Grounds
Food Service Personnel	_____
	Current hourly charge established by Sodexo
TOTAL CHARGES:	_____

SPECIAL FACILITY SET-UP REQUESTS

Facility: _____ Location: _____

Date(s) of Activity: _____

Time Facility will be used: From: _____ To: _____

Organization/Applicant Name: _____

PLEASE NOTE: SET-UP/BREAKDOWN AND MOVEMENT OF CERTAIN SCHOOL EQUIPMENT (P.A. SYSTEM, LIGHTING PANEL, ETC.) MUST BE DONE BY DISTRICT EMPLOYEES/AGENTS.

Entrance to Building: Specify which door(s) are to be opened and by what time:

Door(s)		Time
<u>Equipment:</u>	<u>How Many:</u>	
	_____	Chairs
	_____	Tables
	_____	Restrooms Opened
	_____	_____*
	_____	_____*
	_____	_____*

*Please explain any additional specific needs here: _____

SET-UP DIAGRAM:

Name of Person Completing Form: _____

Phone: _____

HOLD HARMLESS AGREEMENT

PUBLIC LIABILITY INSURANCE: Lease covenants and agrees that Lessee will at Lessee's expense carry with a responsible company, approved by Lessor, throughout the term of this lease or use, insurance that will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of the laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times, protect, indemnify and save and keep harmless the Lessor against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever or whatsoever and will protect, indemnify and save harmless the Lessor against and from any and all claims and against and from any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum limit of \$1,000,000 for bodily injury to any one person and \$1,000,000 for bodily in the aggregate; also, a minimum limit for property damage of at least \$500,000 with a contractual liability endorsement. A copy of said insurance shall be delivered to Lessor and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least ten (10) days' prior notice in writing to Lessor. Lessor, as used herein, shall include, but not be limited to, the School District, the School Board, members of the School Board, its agents, and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be.

Signature(s) and Title(s) of Lessee

Organization

Date

ELECTION OF LESSEE REGARDING RENTAL OF SCHOOL FACILITIES

Upon rental of school property, the Lessee shall elect in writing either to execute the attached "Hold Harmless Agreement" and obtain public liability insurance as stated therein, or, as the second alternative, the Lessee shall sign the following document by which it, he or she acknowledges as follows:

1. That School District 202 maintains public liability insurance which provides insurance protection for negligent acts and/or omissions of the said District and/or its employees but does not protect or insure against negligent acts and/or omissions of the Lessee. The Lessee specifically acknowledges that the insurance of the school district does not provide Lessee with insurance coverage for the negligent acts and/or omissions of the Lessee or its agents. The Lessee specifically so understanding, waives his right to obtain specific liability insurance.

2. The Lessee, having exercised its right not to obtain a separate policy of liability insurance, hereby covenants and agrees to save the Lessor harmless against and from any penalty or damages or charges imposed for any violation of laws or ordinances, whether occasioned by the negligence of the Lessee or those holding under the Lessee, and the costs, damages and expenses arising out of or from any accident or occurrence on said premises causing injury to any person or property, as well as any judgment entered from any claims or litigation instituted against Lessor because of the negligent acts and/or omissions of the Lessee or its agents.

Signature(s) and Title(s) of Lessee

Organization

Date

USE OF SCHOOL FACILITIES

It is the policy of the Plainfield School District 202 Board of Education to make available school facilities to students and residents of School District 202 or groups who primarily do business within District 202 providing that the building use does not interfere with the primary function for which they were constructed, that is, the education of children and their related activities. By adoption of this policy, the Board does not intend to create any sort of designated open public forum, but rather to allow those uses which it deems to be consistent with the use of the facilities for public school purposes.

The fees for the use of facilities shall be established by the Board. Income from such use shall be credited to the Operations and Maintenance Fund, and all expenses resulting from such use shall be charged against this fund.

All groups or individuals requesting the use of school facilities do so with the understanding that they will make themselves knowledgeable about and aware of all applicable Board policies and procedures and that they will abide by them. Failure to do so may result in the immediate termination of the use of the school facility as well as denial of future requests.

Priorities for use of school facilities:

1. Approved curriculum and student extracurricular activities.
2. Parent or other school-related activities.
3. District 202 community and non-profit groups.
4. District 202 for-profit businesses, etc. and related activities.
5. Non-profit or for-profit entities located outside the School District.
6. Various community center uses.

The Board recognizes the importance of utilizing its facilities as community centers throughout the District. Such use may be considered so long as it does not interfere with student education or student-related activities.

The final authority for use of facilities, or continued use of facilities, rests with the Board. The Board or the Superintendent may revoke any such permit, without liability, should such action be deemed necessary or desirable. The Board and the Superintendent reserve the right without liability to pre-empt any scheduled activity or event at any time that a student-related activity or event requires the use of the school facility.

Any organization or group requesting use of school facilities shall designate an office holding member of its group as being in charge of responsible for the program or activity. This person shall in turn be responsible and shall be billed for the scheduled function when appropriate.

School-sponsored functions involving duly qualified candidates for any office will not be structured in such a manner to provide any candidate acting on behalf of their candidacy an advantage over other candidates. Because of the unusual civic education available when a candidate for state or national office comes to a local school, the Superintendent is authorized to allow appearances from a candidate for a national office such as the Presidency of the United States with the understanding that a notice will be issued to that candidate's major opponent advising of his/her right to also schedule a meeting at a mutually convenient date.

The organization assumes full responsibility for any damage or loss of school property arising from, or in any way connected with, the subject activity and agrees to repair or replace such property promptly without expense to the District. It will be the sole discretion of the District as to whether repair or replacement is necessary.

No school official, employee or agent, or its Board, or and member, employee, or agent thereof, shall be held responsible for damages to property or other loss of material brought into the school buildings, nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of, or in any way connected with, the subject activity.

The District insurance does not protect the property or interests of the organizations. Therefore, the District may require the organization to provide proof of liability insurance as it deems appropriate.

General Rules and Facility Use Procedures

1. The applicant must complete all of the appropriate information contained on an application form. This form will be developed by the Superintendent or designee and is available in the District Office.
2. The District reserves the right to assign the building and space best suited for the function to achieve a balance of building usage.
3. Adequate supervision to protect the facilities must be provided by the users of school facilities. The District administration shall be the sole judge as to the adequacy of such supervision.
4. Individuals or groups may be required to furnish Certificates of Insurance of Public Liability in the amount of \$1,000,000/\$1,000,000 and property damage in the amount of \$500,000. Such certificates must be filed at the District Office prior to the use of the facilities.
5. Individuals or groups may be required to provide a deposit, performance bond and/or a certified check as security against anticipated charges and/or possible damages in an amount deemed appropriate by the Superintendent or designee.
6. Fees shall be calculated and collected at the time of final scheduling. Application approval will not be finalized until payment arrangements have been completed.
7. Smoking is not permitted in school buildings.
8. The presence and/or consumption of alcoholic beverages is strictly forbidden on all school property (grounds and buildings).
9. Parking of vehicles is permitted only where allowed by District policy or municipal ordinance.
10. The individual or group agrees to permit the attendance at the activity on school premises of any representative of the District which the Superintendent may, at his discretion, assign to monitor those activities.
11. The individual or group agrees not to permit the sale, delivery, possession, or use of such drugs, weapons or other items the sale, delivery, possession, or use of which is prohibited by law.
12. The individual or group agrees not to publish or otherwise disseminate to the public any direct or indirect suggestion that the activities conducted by the group on school premises are sanctioned, sponsored, or endorsed by the District, the Board or the Superintendent.
13. All facility use is contingent upon availability of District personnel, i.e. custodial, security, etc.
14. Cancellation of activities must be communicated to the District Office. Cancellations made less than seven (7) days prior to the activity date may still require payment of personnel charges, i.e. custodial, security, etc.
15. Any individual or group which has been granted the use of school facilities shall not permit the sale, peddling, or distribution of commodities of any kind without prior approval of the Superintendent or designee.
16. Food may not be distributed or eaten in any area other than the cafeteria, unless prior approval is obtained from the Superintendent or designee.
17. No one, other than the District employees or authorized agents, shall adjust or tamper with mechanical equipment such as, but not limited to, thermostats, cafeteria equipment, fans, blowers, etc. Use of the high school auditorium and gymnasium requires the knowledge of qualified individuals due to the specialized lighting and sound systems involved. Authorized agents of the District are solely permitted to operate these facilities.
18. Permission for use of school facilities may be withdrawn whenever, in the opinion of the administration, any of the provisions and conditions for use of facilities have been violated. Any activity may be pre-empted if a student-related activity requires the use of the facility.
19. The Board of Education will determine the applicable charges and schedule of fees as it deems necessary and in the best interest of the District. The Superintendent is granted the authority to discount or waive all applicable fees based upon the nature of the event or activity.
20. While the District does not condone or sanction the use of school facilities for fundraising campaigns, there is recognition of the legitimate function of such an activity. Any request for use of school facilities which includes a fundraising component will be brought to the Board for their sole determination. Special consideration may be given to those fundraising campaigns which benefit the school or pupils thereof.
21. The following types of activities are prohibited:
 - a. Promulgating any theory of doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence
 - b. Any activity that may violate the canons of good morals, manners, or taste of be injurious to buildings, grounds or equipment of the School District.
 - c. Any purpose in conflict with school activities.
 - d. Activities which are discriminatory in the legal sense.

ORIGINAL ADOPTION: May 26, 1981; REVISED: December 12, 1988; REVISED: October 23, 1992; REVISED: January 25, 1993
REVISED: November 22, 2002

PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT #202
FEES FOR USE OF SCHOOL FACILITIES

HIGH SCHOOLS:

Auditorium	\$100/hour
Gymnasium	100/hour
Field House	100/hour
Wrestling Room	50/hour
Athletic Fields	25/hour
Cafeteria	25/hour
Dance Studio	25/hour
Media Center	25/hour
Classroom	10/hour

ALL OTHER BUILDINGS:

Gymnasium	\$50/hour
Cafeteria	25/hour
Media Center	25/hour
Classroom	10/hour

In addition to the Facility rental fee, personnel costs incurred by the District will also be charged to the applicant. These costs include opening and closing the building, set-up, supervision, operation of equipment, and clean-up of facilities:

Custodial Services	\$40/hour – this is the overtime rate
Security	17/hour
Lighting, Sound System Technician	25/hour
Audio/Visual Technician	25/hour
Certified Staff	35/hour
Supervisory Staff	35/hour
Food Service Personnel*	

Please note: Any charges for food service personnel will be established and determined by Sodexo at the time of the activity.

Overtime costs will be charged at 150% of above amounts. Please be aware, the fee for the custodial services will be increasing upon completion of negotiation with our support staff union. We also need a verification of insurance.

Procedures for the use of School Facilities

The Organization fills out the Facility usage form.

The organization then gives this form to the school they would like to use.

The School needs to check their schedules to make sure they can accommodate the organization, if they can the Principal needs to approve this Facility Usage form.

This form then needs to be sent to Cathy Hamaker at the District Office.

Cathy Hamaker looks this form over makes sure everything is approved.

Cathy Hamaker gives this form to Operations and Maintenance Department, Director of Custodians, Director of Grounds, and The Business Department for their review and approvals.

Rich Gehrke assigns the custodial overtime rate that needs to be billed to the organization.

Cathy Hamaker issues a billing statement to the organizations according to Rich Gehrke's custodial overtime rates and also invoices the facility rental fees if they are applicable.

This procedure takes approximately one week.

The district needs a Certificate of Liability Insurance before your organization will be allowed to use the facility.

This should include setup/take-down times as well as fellowship and/or pre/post meeting times. The organizations required to follow this specified time parameters on a consistent basis. Variations may jeopardize the organization's future use of the facility.

If you have any questions, please call Cathy Hamaker at 815-577-4054

FACILITY USAGE CHARGES

TYPE OF GROUP	CUSTODIAL OT ONLY (if applicable)	RENT & CUSTODIAL OT (if applicable)
School Booster Clubs	no charge	no charge
PTOs	no charge	no charge
University of St. Francis	no charge	no charge
Lewis University	no charge	no charge
Plainfield Athletic Club (PAC)	X	
Plainfield Soccer Association (PSA)	X	
Plainfield Park District	X	
Churches		X
Home Owners Associations	X	
Girl/Boy Scouts	X	
Colleges/Universities		X
YMCA/YWCA	X	
Dance Groups		X
Lions Club, Big Brothers and the like	X	
Whiteford Baseball, local non-profit child organizations	X	
Child Evangelism Fellowship, Bible Schools	X	