

FACILITY RENTAL PROCEDURES

1. Please read and understand the rules and regulations of the District Rental program, especially the sections on insurance requirements, contract obligations, deposits, and final payment terms. Please call the Rental Coordinator with any questions at 847-464-6038, Monday through Friday from 7:30 a.m. to 4:00 p.m.
2. Submit the application to rent a CCUSD 301 facility through the School Dude Facility online registration system.
3. When the rental application is received, the request is checked for the permissibility of the event, the rental group classification, and for space availability.
4. If the event meets the District Rules and Regulations, space availability, and is approved by the school, then a cost estimate is compiled. It is then emailed to the applicant with a rental confirmation and contract to be signed (renter is advised again to verify that he or she can meet the rental requirements such as providing an insurance certificate, deposit, and abide by the contract terms).
5. All rental documentation is required to be submitted on-line.
6. No rental event will be considered 'booked' until after receiving the emailed confirmation, a copy of the insurance certificate, and the full rental payment is due two prior to the scheduled event.

FACILITY RENTAL: Terms and Conditions for Rental of District Facilities

General Terms

1. Acceptance of Terms and Conditions, a certificate of insurance and the payment of required fees must be completed and approved by the District Rental Coordinator before facilities may be used.
2. Application for the use of facilities should be submitted at least 30 days prior to the first proposed use. The proposed contract must be in the District Office at least 10 work days prior to facility use.
3. All amounts due under this contract must be paid in full 2 weeks in advance of rental unless you receive approval from the District Rental Coordinator.
4. The District may cancel the use of the facility on the date or dates specified in the contract by notifying renter by email, or telephone. The district reserves the right to refund payments made in advance for the rental of any facility if the Board should decide that the contract is not in the best interest of the District 301.
5. The renter agrees to indemnify and hold harmless the District from any claims or loss.
6. Proof of liability insurance in the amount of \$500, 000 and property damage of \$50, 000 with the District 301 named as additional insured on the policy is required. A certificate of insurance is required as evidence of this coverage.

7. The renter affirms that no event will be held for the purpose of advancing any theories subversive to the constitution or laws of the State of Illinois, or the United States, or for the purpose of advocating social or political change by violence.
8. When schools are closed Monday through Friday due to weather condition, afternoon and evening activities in school facilities will automatically be cancelled. Occasionally, it may be necessary to cancel activities in a particular school or facility because of a problem, such as plumbing or heating, etc. Full refunds will be issued in these events.

Rental Terms

1. Any renter/user using School District facilities for activities, which include school-age children, will ensure compliance with the District's Student Code of Conduct. Any illegal behavior will be referred to proper authorities for appropriate legal action. The rental/user contract may be terminated immediately by the District if the rental/user fails to comply with these provisions.
2. Fees incurred by a renter for utilizing District staff will be charged through this Contract to the renter in accordance with the District fee schedules. District staff must be paid through District staff payroll.
3. All activities must be under competent adult supervision supplied by renter. The site Administrator or other facility manager shall have authority over renter's activities, and renter shall abide by all requests made by the Site Administrator or Designee. Administrator or authorized District staff are to have access to all facilities at any time. Premises are to be vacated at the times specified.
4. All District properties shall be left in as good condition as when received. The renter's personal property is to be removed from the premises immediately upon completion of the contract terms unless previous arrangements have been made by the Rental Coordinator and Site Administrator, and the District 301 shall not be responsible for the renter's personal property in any way during or after a rental period.
5. No smoking or alcoholic beverages are allowed anywhere on District premises. No refreshments are to be sold on school grounds, or in the buildings except in appropriate facilities, and only with the prior approval of the Rental Coordinator and Site Administrator.
6. Laboratory facility such as computer labs, home economics labs, shops, media centers, science labs and art labs will not be rented out, unless approved by the Rental Coordinator and Site Administrator, and appropriate staff will have to be hired at the contractual rate to supervise those locations.
7. Auditorium Facilities are available for rent with approval from Rental Coordinator and District Theater Director, and appropriate staff will have to be hired at the contractual rate to supervise and run the event.

8. The use of District 301 facility for personal or private parties are prohibited. This includes birthday celebrations, anniversary celebrations, wedding receptions, and similar activities.
9. Signs, displays, or material may not be permanently attached, nailed, or otherwise affixed to school facilities, and must be removed promptly at the conclusion of the event.

Other Terms and Conditions

1. Sub-contract – the renter shall not assign or sub-contract any facility, or areas therein, nor any rights under a contract to another party. Any party other than the renter must execute a separate contract with District 301.
2. Alteration of Premises – The renter shall occupy the premises in the condition in which they exist. Should any renter remove or change the location of any equipment, such changes shall be made at their expense and renter shall return such equipment back to the condition and location in which it was originally found. Renter shall make no changes or alterations without prior written approval from the Rental Coordinator and Sirte Administrator. No decorative or other materials shall be attached to any part of the rental facilities so as to damage these facilities. All decorative or other noncombustible, or be suitably treated with a flame-retardant. No fireworks or explosives shall be used on the premises.
3. Obstruction of Passageways – No portion of sidewalks, entries, passageways, aisles, elevators, windows, ventilators, lighting fixtures or other ways of access to the facilities or their utilities shall be obstructed, or cause to be used for any purpose other than ingress or egress.
4. Termination of Contract Loss of Facilities – In case of fire, casualty or other unforeseen occurrence which render the District unable to provide contracted facilities, said contract shall be immediately terminated, and District 301 shall not be liable for any claims or damages resulting there from. Renter shall be liable only for payments during the time premises were used.
5. Special Interest Groups – Regular use of facility by special interest groups shall be limited. A rental of facilities for special interest groups will be renewed every 6 months. A renewal after the 6 months is the responsibility of the contract holder.
6. Compliance with Law – Renters of District 301 facilities shall comply with all laws of the United States, the state of Illinois and applicable city/village ordinances, including any rules or regulations contained herein for the facilities owned and under the control of District 301. Violations by the renter may result in cancellation of a contract, and immediate discontinuance of the use of facilities.
7. All events are subject to a \$20.00 cancellation fee should they be cancelled without 48 hours' notice. Should an organization not show up for scheduled event and/or not notify the Facility Coordinator of the cancellation full room and staff fees will apply. All cancellations must be in writing via email sdiverse@burlington.k12.il.us or fax 847-464-1538.

I have read and agree to all of the terms and conditions for rental of District Facilities.

Attached is the following:

- Board Policy for Facility Rentals
- Facility Usage and Fee Structure

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, approved feeder groups, and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

Approved feeder groups include: Panther Youth Football Grade K-5, Central District Baseball League, Central District Girls Softball, Burlington Blast Girls Basketball, Central District Boys Basketball, and Little Rocket Wrestling Club.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-22.10 and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Conduct on School Property)

ADMIN. PROC.: 8:20-AP (Community Use of School Facilities)

Building Rental Information

Facilities	Per Hour Rental Rate	Charges for Employee
High School Auditorium	\$ 150.00	See Below
Gym	\$ 200.00	
Track*	\$ 100.00	
Multi-Purpose Room/Cafeteria***	\$ 50.00	
Classroom or Equivalent	\$ 25.00	
Cafeteria/Commons**	\$ 100.00	
LMC	\$ 50.00	

*Fee for track unless a meet then spectator fee would be charged.

**Fee for cafeteria/commons is for high school and middle school.

***Fee for Multi-purpose cafeteria is for elementary schools.

Charge for Employee Time

All of the above include use of associated facilities, such as, rest rooms and parking lot(s). All time devoted to the event by school district employees must be paid by the user. This includes clean up during or after the event to return the facility to original condition. The rate charged for employee time will be determined by the District Office. The user will be responsible for repair of all damaged school district property resulting from use. Uses that threaten the proper care of the facility or safety of individuals present are prohibited. Rental and/or employee cost may be waived by the Superintendent if unusual circumstances merit. Allocation of use of school facilities will be made on the following priority basis.

Category One	School activities, Extracurricular	No rental charges, but individuals charged damage repair if required
Category Two	PTA Boosters, Feeder Groups**	No rental charges, but individuals charged damage repair if required
Category Three	School related groups, Scouts, 4-H, Park District,	No rental charge Employee time charge on weekends Damage repair if required
Category Four	Community Groups* Churches, Chamber of Commerce, Lions Club, Kiwanis, Jaycees, etc.	Rental charge from schedule Employee time charge on weekends Damage repair if required
Category Five	Other groups or individuals* Adult and youth athletic groups (not 100% District students)	Rental charge from schedule Employee time charge on weekends Damage repair if required

****Rental Charges will be waived if the event is for the direct benefit of the school district or school related group.***

*****Feeder Groups consist of 100% district students. Approved feeder groups include: Panther Youth Football Grade K-5, Central District Baseball League, Central District Girls Softball, Burlington Blast Girls Basketball, Central District Boys Basketball, and Little Rocket Wrestling Club.***

Current employee time hourly rate charge -- two-hour minimum when employee is not already on duty. The charge applies only to the time devoted to the event. The rates are effective July 1, 2011

Open buildings, set up, clean up, kitchen supervision and lock building.....\$40.00/Hour