

Building Rental Application/Contract
Department of Facility Management

Educational Service Center, 164 S. Prospect Road, Park Ridge, IL 60068
Contact: Rene Eggleston, 847-318-4308, FAX: 847-318-4351 Email: reggleston@d64.org

SCHOOL ☐ CARPENTER ☐ EMERSON ☐ FIELD ☐ FRANKLIN ☐ LINCOLN ☐ ROOSEVELT ☐ WASHINGTON

Room(s) _____

DATES: (list dates as m/d/y. Attach separate sheet if necessary) _____

HOURS

(Because our supervisors need to unlock the building, you must indicate the earliest time you need to enter the building. Also, please tell us what time your program begins and ends).

Entry _____ Program Begins _____ Program Ends _____

PROGRAM DETAILS

Program or Event Title _____

Number of People Attending _____

Please Provide a Brief Description of Your Program's Agenda _____

CONTACT INFORMATION

Organization _____

Name _____

Address _____

City, State, Zip _____

Phone(H) _____ Phone(W) _____

Fax _____ Cell Phone _____

Email _____

INSURANCE

The organization will be required to provide the School District with certificate of insurance for liability and property damage. The limits for this insurance shall be \$1,000,000 or an amount established by School District 64 based upon recommendations from our insurance consultants. The school District shall execute a BUILDING CONTRACT RENTAL, which includes a Hold Harmless clause, which holds the Board of Education of School District 64, the administration, and school employees harmless from any and all actions from any person or persons occasioned by the use of the School District facilities.

TERMS AND CONDITIONS: (PLEASE MAKE SURE YOU HAVE READ THE TERMS AND CONDITIONS PRIOR TO SIGNING CONTRACT)

- Facilities will not be scheduled for non-school use during spring/winter breaks, summer break, and school holidays.
- Lunch tables/benches may only be removed from or returned to their storage cabinets by District 64 employees or District trained personnel. Any property damage or required clean up shall be reimbursed to District 64.
- Activities must be confined to your specific reserved area. All other school areas are off limits to all groups.
- Foods, soft drinks, ice cream, are not permitted in our gyms. All participants and officials, for sports related activities, that take place in the gyms and multi-purpose rooms, shall wear non-marring gym shoes.
- An adult leader/supervisor is required and must be present the entire time their group is in the building. This adult is responsible for the District's facilities and the group's behavior. Children must be supervised at all times. Only children and participants involved in the scheduled activity shall be permitted in the buildings. Any group violating the rules or conditions may be suspended or prohibited from future use of the facilities.
- All groups using District 64 facilities outside of the normal custodial hours will be subject to a **Custodial Service Fee of \$60.00 per hour.** Please see the back of this form for additional information on the Custodial Service Fee.
- I have read and agree to the above terms and conditions:

SIGNATURE: _____

DIRECTOR OF FACILITIES: APPROVED _____ DISAPPROVED _____

2015-16 Custodial Service Fees for Building Rentals

District 64 allows groups to rent and use our facilities during times that the facilities are not being utilized by District 64, according to Board Policy 8:20. Buildings also are not available for use on weekdays when school is not in attendance. In addition, the buildings are closed during holiday weeks (e.g., Thanksgiving week, Winter holiday break, and Spring break) and in the summer.

Volunteer organizations associated with the District, including scout groups, are not required to pay a rental fee for building use. However, fees for custodial services will be charged. The 2015-16 custodial hourly rate for all facilities will be \$60 per hour billed in 15-minute increments. This rate will be reviewed on an annual basis.

During regular hours that the District custodians are on duty, groups are not required to pay custodial fees while using our facilities. At other times, the following schedule applies:

- Group use will require extensive clean up after the event requiring a custodian to stay past their normal hours.
- Use of facilities that are not during normal custodial hours and on weekends.
- Rental is of a nature that it requires dedicated use of a custodian to assist in set-up or during the event.

When planning your event, please keep the following in mind:

1. All groups must exit the buildings **at least one hour prior** to the end of the custodian's normal work shift. This will ensure that the area of the building the group was using can be readied for regular school use prior to the next day of school.
2. Groups requiring a custodian will be given an initial quote for their event when the rental agreement is completed. If your group event requires more than one custodian to be in attendance, the charge will be incurred per custodian.
3. **Groups using facilities on weekends will be required to pay the custodial rate for one hour before their event begins and a minimum of one hour after their event ends.** This allows the custodian to get the building open and ready, and to cleanup after your event. Custodians will punch in and out for all events so that the time is well documented.
4. During the winter, please note that the District does not plow parking lots on Saturday (entire day) or Sunday mornings. If you would like the lot plowed in case of snow, please indicate this on your facility rental request. This service will also be charged at \$60 per hour paid in 15-minute increments.

For additional information, please contact Rene Eggleston in Buildings and Grounds, reggleston@d64.org, 847-318-4308.