

ADMINISTRATIVE REGULATIONS FOR USE OF FACILITIES & CHARGES

You have requested the use of a District #401 facility. The following information outlines the policies and procedures dealing with the rental of school facilities. These procedures are governed by the Board of Education Policy 8:20. Please read this information carefully and return the Use of Facilities Request form attached. No facilities or rental dates can be approved until the proper application forms and certificate of insurance are received by the school.

GENERAL STATEMENT

School facilities are available to the community for education, civic, cultural, and other non-profit uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes takes precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

The Board of Education recognizes the investment which the community has made in the District #401 building facilities. These facilities may be temporarily used under such provisions and control as the district may see fit to impose. School facilities should be available for citizens of the community as long as the school program is not altered. **The school has the right to refuse an applicant. The school has the right to cancel a contract when unforeseen circumstances require it.**

TYPES OF ACTIVITIES PROHIBITED

1. Any activities subversive to the laws of the United States
2. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the building, grounds, or equipment
3. Any activity which conflicts with school activities
4. Activities which are discriminatory in the legal sense
5. Any activity which is prohibited by State or Federal statutes

TERMS AND CONDITIONS

1. Smoking and use of all tobacco products is not permitted in District #401 buildings or on District #401 property.
2. No alcoholic liquors or beverages may be brought to or consumed in the District #401 buildings or on District #401 property.
3. Sale of food or liquids is not permitted in District #401 buildings or on District #401 grounds except by special written approval at time of application.
4. District 401 teams and extracurricular activities will take priority over any request. In certain instances this may occur after approval has been given.

5. Organizations in which the members reside in District #401 will have priority over outside organizations with respect to the use of District #401 facilities.
6. A facilities usage request form must be completed and submitted to the District, allowing enough time for all proper approvals and necessary scheduling to take place.
7. **All approved activities must be directly supervised by an adult who is at least 18 19 years old and out of high school.**
8. **Reserved times for team practices or games are for team use and not for the personal training time or use of the supervisors or other adults.**
9. Approved applications are non-transferable.
10. Applications involving more than 50 persons in attendance may require a paid security officer be present at the District #401 facility. Groups of more than 100 may require additional security officers be present. However, the District may require security officers to be present for events with less than 50 persons in attendance, when the District feels it is in its best interest to do so. Security will be paid by the facility user.
11. Notice of cancellation of an approved application, by the applicant, must be given at least three (3) business days in advance of a scheduled date. Failure to provide proper notification of cancellation could result in a fee being charged to cover scheduled expenses associated with the said usage.
12. No bicycles, roller blades, skateboards, etc. are allowed on the track, tennis courts or walking/jogging path.
13. Tennis shoes are required footwear for the track and tennis courts. **No** spikes are to be worn.
14. When players are waiting to use a tennis court or sand volleyball court, occupants of the courts will limit their play to one (1) hour duration.
15. Any damage should be reported to the Director of Buildings and Grounds, at 708-583-5859.
16. Private instructors charging lesson fees using the tennis courts must obtain a court use permit and pay applicable fees (see Rate Chart).
17. The District has the right to close a facility due to repair, maintenance, or detrimental weather conditions at any time.
18. **All events must be concluded by approximately 9:00 p.m. since the lights must be shut off and gates must be closed at 9:15 p.m. Special arrangements must be made ahead of time for any events that must run past 9 p.m.**

AVAILABILITY OF FACILITIES TO THE PUBLIC
weather permitting

Days when school is not in session due to legal holidays and Sundays

- Driveway gates will be locked.
- Tennis courts are available from 7 a.m. until **9:00** p.m.

Days when school is in session

- Sand volleyball courts and walking/jogging path are available from 6:30 a.m. – 7:45 a.m. and from 3:30 p.m. - **9:00** p.m.
- During the school day, (7:45 a.m. - 3:30 p.m.) facilities are not available for public use.
- During fall and spring tennis competitive seasons, courts are not available until after high school usage ends.

Saturdays and summer usage

- Gates open from 7:00 a.m. to **9:00** p.m.
- Tennis courts, walking/jogging path and sand volleyball courts are open.

THE RUNNING TRACK AND STADIUM ARE CLOSED TO THE PUBLIC EXCEPT WITH SPECIAL WRITTEN PERMISSION FROM THE FACILITIES MANAGER AS PER BOARD POLICY 8:20 AR1, USE OF FACILITIES AND CHARGES.

RESPONSIBILITIES OF APPLICANT:

1. A FACILITIES REQUEST FORM MUST BE COMPLETED. (See attached.)
2. REQUEST FOR FACILITY USE MAY NOT BE EARLIER THAN THREE MONTHS FROM THE FIRST DATE OF USE.
3. FACILITIES REQUEST MAY BE RE-EVALUATED AND CHANGED WHEN NECESSARY AT THE DISCRETION OF DISTRICT 401.
4. IF THE REQUEST IS FOR TEN DAYS OR MORE FOR OUTDOOR HIGH SCHOOL FACILITES, A \$500 SECURITY/ MAINTENANCE WILL BE REQUIRED.
5. IF THE REQUEST IS FOR MULTIPLE DAYS, AN OFFICIAL SCHEDULE OF PRACTICES AND GAMES MUST BE DELIVERED TO THE DIRECTOR OF BUILDINGS AND GROUNDS AT LEAST ONE MONTH IN ADVANCE OF THE FIRST DATE. TO PREVENT CANCELLATION OF YOUR REQUEST.
6. A CERTIFICATE OF INSURANCE MUST INCLUDE:
 - A. MINIMUM OF \$1,000,000.00 COMBINED SINGLE LIMIT
 - B. \$5,000 MEDICAL PAYMENT, PER OCCURRENCE
 - C. DISTRICT #401 MUST BE NAMED AS AN INSURED PARTY.
7. A HOLD-HARMLESS AGREEMENT MUST BE PROPERLY COMPLETED AND SIGNED. (See attached.)
8. REGARDING ACTIONS DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE USE OF SCHOOL FACILITIES, APPLICANTS ARE RESPONSIBLE FOR ALL DAMAGES TO BUILDING, EQUIPMENT, AND FIXED ASSETS AT CURRENT MARKET PRICE FOR MATERIALS AND LABOR. FAILURE TO REIMBURSE SAID FEES FOR DAMAGES MAY RESULT IN DENIAL OF FUTURE USE OF DISTRICT FACILITIES.
9. ANY INJURY MUST BE REPORTED TO THE FACILITY REPRESENTATIVE IMMEDIATELY. A COMPLETED ACCIDENT REPORT WILL BE REQUIRED. (See attached.)

RENTAL CATEGORIES FOR ORGANIZATIONS

CLASS I: NO FACILITY CHARGES.

PERSONNEL CHARGES ONLY (Charges for custodial services provided during non-duty hours, security, technical, etc.). **A Class I designation applies to** all approved student organizations of District #401, alumni organizations, all staff organizations among employees, **and NON-ATHLETIC community service organizations.**

CLASS II: DESIGNATED PERSONNEL, EQUIPMENT, AND RATED FACILITY CHARGES. (Facility charge includes energy charge.) **Class II fees apply to non-profit local groups not considered to be Elmwood Park community service groups and to non-profit groups from outside the District boundaries who request use of District rental space and who do not charge admission or an attendance fee to attend. Educational institutions who request classroom space for teaching classes fall in this category.** These groups are charged for the use of facilities and may be charged for personnel costs when District personnel are not on duty. (See “Rate Chart”).

CLASS III: REQUIRED EQUIPMENT AND FACILITY CHARGES / DESIGNATED PERSONNEL CHARGES. (Facility charge includes energy charge.) **Class III fees apply to community groups/individuals (Non-District 401) who charge admission or a fee to attend a performance or event.** These groups are charged for the use of facilities and may be charged for personnel costs when District personnel are not on duty. (See “Rate Chart”).

CLASS IV ELMWOOD PARK YOUTH ATHLETIC TEAMS

All teams within a youth athletic program will be charged for use of outdoor facilities at the high school. Use of outdoor facilities at Elmwood Elementary and Elm Middle have no charge. (see rate chart)

NOTE: CLASS I AND II, (NON-PROFIT) ORGANIZATIONS MUST HAVE AND SHOW PROOF OF TAX-FREE STATUS AS DEFINED BY REGULATIONS OF THE FEDERAL AND STATE GOVERNMENTS.

RATE CHART

SCHEDULE OF ENERGY CHARGES AND RATED FACILITY CHARGES (per hour)

<u>AREA</u>	I	II	III	IV
<u>ELEMENTARY/MIDDLE</u>				
John Mills Clubroom	N/C	25.00	45.00	
Gymnasium	N/C	50.00	150.00	
Lunch Room (no kitchen use)	N/C	20.00	30.00	
Lunch Room (with kitchen)	N/C	50.00	100.00	
All other rooms	N/C	25.00	40.00	
<u>HIGH SCHOOL</u>				
Main Gymnasium	N/C	60.00	180.00	
East/South Gymnasium	N/C	50.00	150.00	
Auditorium *	N/C	100.00	250.00	
LGI Room	N/C	50.00	100.00	
Cafeteria (eating area)	N/C	50.00	75.00	
Cafeteria (kitchen area)	N/C	75.00	150.00	
Classroom	N/C	30.00	50.00	
Stadium (Track)	N/C	75.00	150.00	
Stadium Track (with lights)	N/C	175.00	350.00	
Stadium (Football, Soccer)**	N/C	500.00 (2 hr/minimum)	750.00 (2 hr/minimum)	
Stadium (Football, Soccer)** (with lights)	N/C	600.00 (2 hr/minimum)	950.00 (2 hr/minimum)	
<u>Soccer/Football/Baseball/ Softball Fields and Gym Usage</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>\$1,000 annual fee per organization (8/1 – 7/31)</u>
Tennis Courts	N/C	25.00	<u>Teaching Permit - \$25</u> <u>Hourly Charge \$50 for up to two courts</u>	

CHARGES FOR PERSONNEL PER HOUR

POSITION	OVERTIME/hr.	HOLIDAYS/hr.
Custodial	Current contracted rates apply.	Current contracted rates apply.
Security (4 hr. minimum)	Current contracted rates apply.	Current contracted rates apply.
Auditorium Lighting System w/tech	Current contracted rates apply.	Current contracted rates apply.
Auditorium Sound System w/tech	Current contracted rates apply.	Current contracted rates apply.

NOTE: All rates subject to change in conformance with policies of the Board of Education and with negotiated agreements.

HOLD HARMLESS AGREEMENT

The undersigned applicant for the use of facilities and/or equipment of Elmwood Park Community Unit School District #401, Cook County, Illinois (the "District"), hereby agrees and promises to indemnify, hold harmless and, at the option of the District, defend the District from any claim for property or personal injury, including death, and from any loss arising out of the use granted by the District and/or the failure of the applicant to perform any obligation to the District under general rules and regulations on use of school buildings, grounds, and equipment. Loss, as used in this agreement, includes, but is not limited to, the District's reasonable attorney's fees and costs and expenses of investigation, litigation and/or settlement of any such claim or loss. As used in this agreement, the term "District" includes the Board of Education and its members, employees and agents in their official and individual capacities.

Applicant (print name)

Applicant's Signature

Date

PREVIOUS REVISIONS: December 17, 2008, January 15, 2009, January 21, 2009, June 21, 2010 and September 19, 2012

FIRST REVISION: December 16, 2015

SECOND READING: January 20, 2016

ADOPTED: January 20, 2016, *changes to take effect for the fall 2016 season (July 1)*