



**BOARD OF EDUCATION**  
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**RENTAL ORGANIZATIONS MUST OBSERVE THE FOLLOWING REGULATIONS:**

1. Rental access is to include only facilities specifically named in the contract, this includes nearby halls, stairways and restrooms.
2. Games of chance, lotteries, or other activities classified as gambling are not to be conducted on school premises.
3. The use of tobacco and alcohol are prohibited both in school buildings and on school grounds.
4. Care shall be taken not to damage school property. The rental organization will be liable for any damage occurring during the time of rental and/or as a result of that rental.
5. All basic fire-safety regulations shall be observed. No open flames for lighting effects, such as candles or flame lamps shall be used. Nor shall electric fixtures, line extensions, equipment or appliances be connected, except under custodial supervision.
6. No enterprise, function, or activity that promotes any commercial product, or results in private profit or commercial gain for any business enterprise, may be conducted on school property unless the facilities are to be used to offer worthwhile educational or recreational activities.
7. Activities that conflict with Village ordinances or State laws are not permitted.
8. Use of facilities may be denied to groups that are delinquent in paying rental fees. When it is deemed advisable, the administration may require an advance payment of up to 75% of the estimated cost of the rental.
9. Space assigned for regular classroom use is not available for rental.
10. No activities will be considered for rental which portray criminality, depravity, or lack of virtue, or incite violence, hatred, abuse or hostility toward a person or group of persons by reason of religion, race, gender, sexual orientation, ethnic or national affiliation.
11. The Board of Education shall not be held liable for any injury to persons attending an event sponsored by a renting group, nor shall it be responsible for recovery for damage to or loss of personal property at such events.
12. Cancellations must be submitted in a timely manner.
13. To maintain proper discipline and secure the safety and welfare of students, no student group may use school facilities without attendance of a properly qualified adult supervisor.
14. The doors to all facilities are to remain locked at all times. A custodian will let the rental group in at the time scheduled. If there are late comers, a person from the group will be responsible to let the rest of their party in. Doors are not to be propped open with objects and, if found this way, could terminate the use of District facilities by that group.