

# **RULES GOVERNING THE USE OF SCHOOL FACILITIES**

*Revised August 1, 2019*

1. In general, district buildings and grounds shall be made available only to established organizations within the school district boundaries for worthwhile activities which do not interfere with the regular school program. Rentals or use by individuals will not be accepted.

Access for rental is restricted during school breaks excluding use by organizations with whom the District has an intergovernmental agreement. Any activity offered cannot conflict with District programs in either content or timing.

2. Applications must be submitted two weeks in advance to allow for adequate time to review applications. The application must be completed in full and the Certificate of Insurance attached. \*Please see the minimum coverage rates for 2019 on page #4.

3. A minimum of a three (3) hour rental period and four (4) hour Employee Charge is required on weekends and holidays.

4. A minimum of 48 hours notice is required for cancellation of an event. If a 48-hour notice is not given, a forfeiture of fees will be assessed.

5. Common areas, such as gyms and multipurpose rooms may be made available to acceptable organizations except when requests conflict with school events. No food is permitted in the gymnasiums.

6. Classroom and kitchen rental is not permitted.

7. Permission to use the facilities must be obtained in advance from the Director of Facilities upon online application. The application must include an accurate statement of the intended program of the applicant as well as the date, hours, and particular activities to be approved by the Director of Facilities.

8. No gambling will be permitted in or on the school property.

9. No intoxicating beverages or illegal drugs will be permitted on school property.

10. Smoking, vaping or the use of tobacco is not be permitted on school district property.

11. Users of the school premises shall be responsible for all damage done to the school property by reason of their use and shall reimburse the school district accordingly.

12. All user groups are expected to clean up after their activities. Failure to do so may result in an additional clean up charge.

13. The Board of Education, Superintendent (or designee), or the Principals may cancel a user group at any time due to scheduled or rescheduled school events or staffing issues.
14. All rentals and charges will be billed monthly. Checks should be made out to Kildeer School District 96.
15. All lease or rental agreements shall not exceed one year but may be renewable.
16. If the application is approved, the organization will assume responsibility for orderly and careful use of the school equipment and facilities.
17. The organization shall provide adequate supervision and use only the portion of the facility they have been authorized to utilize.
18. The applicants assume liability for damage or loss of property that may occur. The applicants will hold the Board harmless from claims arising out of the use of the school building or grounds for the function being sponsored on specified date or dates. The sponsoring group is required to furnish a certificate of insurance to indemnify the group and the Board against any and all suits for injury or loss sustained by attendance at the function.
19. Modifications to the building to accommodate a renter or leaseholder shall be made only upon the approval of the school district and the cost of which shall be borne by the renter or leaseholder.
20. Any profit-making user of the building who would accrue a tax liability shall also be responsible for paying any taxable amount.
21. If required by the village, a business license must be obtained by the renter or leaseholder.
22. For all activities scheduled in district facilities, a custodian or otherwise designated individual will be present. If the District is unable to provide custodial staffing, the activity may be cancelled.
23. Sports equipment is not provided by the District outside of Basketball Hoops and Soccer Goals.
24. High impact sports, such as soccer and dodgeball etc. are allowed only if low impact balls (foam soccer balls, cloth balls and whiffle balls) are used for indoor practice. Batting and ball hitting for baseball practice is prohibited. Other high impact sports such as lacrosse, soccer and baseball etc. are limited to outside rentals only.
25. These rules are subject to addition or change by the Superintendent at any time. Exceptions to these rules will only be made upon application in writing to the Superintendent.

26. Snow Removal is not guaranteed during evening and weekend activities.

I have received a copy of the Rules Governing the Use of School Facilities and will abide by such rules as set forth by the Board of Education of Kildeer School District 96, 1050 Ivy Hall Lane, Buffalo Grove, IL 60089.

By signing this application, I agree that Kildeer School District 96 will be held harmless and I waive any liability claims against Kildeer School District 96 in agreement with the Hold Harmless paragraph set forth in the Rules and Regulations Governing the Use of School Facilities.

If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may occur. The applicants will hold the Board harmless from claims arising out of the use of the school building or grounds for the function being sponsored on specified date or dates. **The sponsoring group is required to furnish a certificate of insurance to indemnify the group and the Board against any and all suits for injury or loss sustained by attendance at the function.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**Kildeer Countryside CCSD 96**

<b>Classification</b>	<b>Description</b>
Class I	School District 96 Organizations: PTO, District appointed citizens' committees, etc.
Class II	Community-Based Related Organizations: Park District (dates and times from approved PD schedules only), local Villages, local School Districts, etc.
Class III	Non-Profit, Community-Based Organizations: Sports Clubs, Park District Teams not scheduled by PD, Recreation Associations (BGRA), Travel Sports Teams, other Sports Associations, Religious Groups, Service Clubs, Scouting groups, etc.
Class IV	Non-Profit, Non-Community Based Organizations: Less than 90% in District Resident Participation
Class V	Other Organizations

## **\*Certificate of Insurance Minimum Requirements**

### **Commercial Liability Coverage:**

- \$1,000,000 Per Occurrence
- \$50,000 Damage to Rented Premises (Each Occurrence)
- \$5,000 Medical Expenses
- \$1,000,000 Personal & Advertising Injury
- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Ops Aggregate

*Kildeer School District 96, its Board members, employees, and Agents are named as an additional insured on a primary & non-contributory basis*

### **Commercial Automobile Liability Coverage (Only Needed if Entity will be operating owned vehicles on premises):**

- \$1,000,000 Combined Single Limit

*Kildeer School District 96, its Board members, employees, and Agents are named as an additional insured on a primary & non-contributory*

### **Umbrella or Excess Liability:**

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 General Aggregate
- \$1,000,000 General Aggregate

*Coverage provided should follow form*

### **Workers Compensation Coverage (Only Needed if Entity has employees - does not include volunteers)**

Statutory limits

Employers Liability Limits of \$500,000/\$500,000/\$500,000