



**Skokie School District 72 ½  
Rules and Regulations Governing the Use of School Facilities**

1. Skokie School District 73 ½ activities take priority over all other activities. Unfortunately, conflicts can arise within our buildings after space has been reserved by outside groups. We will make every effort to accommodate all requests and make logical use of the space available; the needs of our district activities will be given priority. If the district does need access to previously reserved space, we will contact you so that you can make alternate plans.
2. Applications for facility rentals must be submitted to the school office a minimum of one month prior to date of intended use. Reoccurring events need to be resubmitted each school year. Reminders will not be sent.
3. In the event that school is cancelled due to weather all building usage for that day will be cancelled. The need to cancel an event when school is not in session will be determined by the Superintendent or designee.
4. A certificate of insurance, with proper limits of liability, shall be submitted as evidence of insurance with the rental application. The absence of such a certificate will preclude use of the facility. The Certificate of Insurance must have the following additional insured endorsement:

**ADDITIONAL INSURED ENDORSEMENT:**

*Skokie School District 73 ½ including all elected and appointed officials, all employees and volunteers, all boards and their board members are named as additional insured on all liability policies. The coverage shall be primary to the additional insureds, and not contributing with any other or similar protection to the Additional Insureds, whether said other available coverage to be primary, contributing or excess.*

The proposed insurance amounts are not less than the following:

- ❖ Commercial General Liability Coverage
  - \$1,000,000 Per Occurrence
  - \$1,000,000 Damage to Rented Premises (Each Occurrence)
  - \$5,000 Medical Expenses
  - \$1,000,000 Personal & Advertising Injury
  - \$2,000,000 General Aggregate
  - District should be named as an additional insured on a primary & non-contributory basis
- ❖ Commercial Automobile Liability Coverage (Required if organization vehicles will be brought on district premises)
  - \$1,000,000 Combined Single Limit
  - District should be named as an additional insured on a primary & non-contributory basis
- ❖ Umbrella or Excess Liability
  - \$1,000,000 Per Occurrence
  - \$1,000,000 General Aggregate
- ❖ Workers Compensation Coverage (Required if organization employees will be on premises-does not apply to volunteers)
  - Statutory limits
  - Employers Liability Limits of \$500,000/\$500,000/\$500,000
- ❖ Above coverages shall be from a company authorized to do business in Illinois and with at least an “A XII” rating from A.M. Best Company
- ❖ If requested, organization must provide copies of applicable policy endorsements

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

5. An adult, over 21 years of age, must be present for all activities. Organizations using the building and facilities shall be supervised by one adult per 15 youth, under the age of 16. The adult(s) in charge of the activity will be present during the entire rental period. Adult supervisor must ensure that no minor is left alone after the activity. The person(s) will be responsible for the proper use of the facilities and the proper conduct of those in attendance. Organizations must provide traffic control/police protection from the local governing authority at their own cost for any event with 500 or more people attending. If Skokie School District 73 ½ feels the organization is not providing adequate supervision including traffic control and police, the School District may, but is not obligated to, provide additional supervision to monitor the activities. The organization shall reimburse Skokie School District 73 ½ for all direct costs involved in providing the additional supervision.
6. All renters must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is utilized. It is required that renters provide an AED and an AED trained person to operate it for all outdoor athletic rentals. Also, it is critical that we have an emergency cell phone contact of someone who will be at the event during the rental. The district will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.
7. The following are prohibited on school property: smoking, narcotics, drug paraphernalia, consumption of alcohol, foul or abusive language, gambling or weapons. It is the responsibility of the organization to enforce this requirement.
8. No items shall be pinned or attached to curtains at any time.
9. No items are to be attached to the Skokie School District 73 ½ property or any modifications made to building structure, equipment or grounds are prohibited.
10. Adhesive type tapes shall not be used on drywall construction. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
11. Helium balloons are not allowed in the gyms. If this rule is disregarded, the renter will be charged for any damage to property.
12. No street shoes or cleats are to be worn on the wood gym floors; only non-marking sole shoes.
13. No hard balls may be used in the gyms. Indoor facilities are not to be used for batting practice.
14. Use of any type of pyrotechnics or open flame is strictly prohibited.
15. Food and drinks are not allowed except in areas designated by Skokie School District 73 ½.
16. Decorations and special effects shall be removed from the building by the organization using the building.
17. Only the areas of the school for which this request has been made shall be used. It is the responsibility of the supervising adult to ensure that group participants are only in the area(s) approved in the facility usage.
18. No furniture or equipment may be moved without prior approval of the Building Principal.
19. A fixed quantity of tables, chairs, and trash cans are the only equipment included in the use of the building. Additionally, basketball hoops and gym mats can be made available in the gyms. No other school equipment may be used by external organizations without specific authorization of the Superintendent or their designee. Utilization of authorized equipment may require a district employee to operate it or supervise the operation of and whose wages will be reimbursed. In the event more equipment than those included in the facility rental, including audio/visual equipment, is needed charges may be assessed on the invoice. Additionally, a usage fee may be imposed to help the district with the wear and tear on items such as gym mats that need to be replaced and maintained by the district.
20. Skokie School District 73 ½ shall not be responsible for properties left on the premises before, during, or after the scheduled activity.

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

21. Proper care will be given to the buildings and contents therein. Renter assumes financial responsibility individually and on behalf of said organization for that part of the school, or contents utilized therein, that might be damaged or stolen. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board of Education discretion. Anything damaged or stolen must be reported to Skokie School District 73 ½ personnel as soon as possible. A police report will be filed with the Skokie Police Department for any items presumed stolen.
22. Hold Harmless: Applicants assume liability for damage or loss of property that may occur. The applicants will hold the Board of Education harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The organization will be responsible to pay for damage caused through accidental/intentional negligence or violation of any rules or policies of the Board of Education.
23. Nothing shall be sold, given, exhibited or displayed, including food and refreshments, without written permission. Distribution of any literature or materials must have prior approval by the Superintendent or their designee. It is the responsibility of the renter to monitor this policy.
24. Use of the kitchen or cafeteria equipment requires the presence of a cafeteria employee at an additional charge. If food is to be served, a statement of food or product liability releasing the Skokie School District 73 ½ from any and all liability must be attached to the facility rental application. To schedule the use of our kitchens contact the number on the application form.
25. An employee of the school district shall be appointed in charge of the rented facility at the time of the event; this would normally be a custodian. It will be his/her duty to enforce all regulations herein stipulated and he/she has the further authority to expel an individual or group that fails to comply with those regulations set herein. It is the duty of the renting party to provide the employee in charge with anything needed to carry out/discharge his/her duties.
26. School custodians must be present during facility usage. Custodians will typically start 15 minutes prior to the scheduled start of the reserved time and work as necessary after the rental. Additional time for such items such as snow removal and room set up will be added when necessary. Custodians will have work assigned by Skokie School District 73 ½ to meet School District needs during the event/meeting.
27. Errors discovered on the application including cost estimates and all outstanding issues need to be resolved prior to use of the facility.
28. The maintenance and custodial cost estimates are included on the fee schedule.
29. Payment is due in full to the District within 30 days of invoice. Invoices not paid within 30 days will preclude any future rental use in Skokie School District 73 ½ and will be assessed a 1.5% per month charge.
30. Any organization that has a past due account will not have dates held until payments are made.
31. Cancellations must be made 48 hours prior to the last working day prior to the date the building is scheduled to be used.
32. Use of school facilities during school hours and on non-school days must end by 10 pm.
33. If the district incurs additional charge for custodial services and security, including school days, Skokie School District 73 ½ reserves the right to charge the additional amount to the renter.
34. Final billings depend on actual time and labor, rather than on estimates made at the time of the application. Skokie School District 73 ½ will determine the level of technical/custodial service billed.
35. No meetings shall be subversive to the U.S. Government, or immoral, or discriminate against any race, color or creed.
36. The organization will comply with fire codes, life safety codes and all other applicable, local, state and federal codes. Exits may not be blocked at any time.
37. Any action resulting in the activation of the fire alarm will invoke a \$200 fee.

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

38. All users of Skokie School District 73 ½ facilities shall agree to honor all of the rights of individuals guaranteed by the state or federal constitution, state or federal statute or Board policy including:
- a. Title II of the Americans with Disabilities Act;
  - b. Title IX of the Education Amendments of 1972;
  - c. Section 504 of the Rehabilitation Act of 1973;
  - d. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972
39. The Board of Education reserves the right to deny the use of the buildings and grounds for any purpose, which they deem, is not in the best interest of the school or community. The privilege of using our facilities may also be revoked due to previous misuse or abuse.
40. The Board of Education or its representatives must have free access to all areas in the buildings at all times.
41. The Board of Education will not be liable for any cancellations of scheduled programs arising through failure of heating plant, electrical service or other buildings equipment failures or acts of God.

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_



**APPLICATION FOR USAGE OF  
SKOKIE SCHOOL DISTRICT 73 ½ FACILITIES**

*The Business Office requires receipt of the application a minimum of one month prior to the event. A minimum of 48 business hours' notice is required for cancellations of an event. This application applies to all facilities listed. Applications should be sent to the Business Office at 8000 East Prairie Road, Skokie, IL 60076 for consideration.*

|  |   |   |  |
|--|---|---|--|
| Name of Organization:  |   | Date of Application:  |  |
| Name of Person Responsible:  |   | Contact Number:   |  |
| Bill to Name (if different than above):  |   | Cell Phone Number:  |  |
| Bill to Address:   |   | Email Address:  |  |
| Type of Organization: (Subject to verification by school district)   | <input type="checkbox"/> Class I - Direct school affiliate<br><input type="checkbox"/> Class II - Non Profit – in district (roster must be attached with application)<br><input type="checkbox"/> Class III – Non-profit – out of district (tax exempt status letter must be attached)<br><input type="checkbox"/> Class IV –all non-profit organizations when fundraising and all For-profit organizations |   |  |
| Name of Person Supervising Activity (must be 21 years of age):   |   |   |  |
| Cell Phone of Supervisor:  |   |   |  |
| Maximum Attendance:  |   | Supervision Ratio Expectancy:   |  |
| Event Date: _____ (use 3 <sup>rd</sup> page for multiple dates)  | Event Start Time: _____ (includes set up time)  | Event End Time: _____ (includes take down time)   |  |
| <p align="center"><b>MCCRACKEN</b></p> <input type="checkbox"/> Gym<br><input type="checkbox"/> Multipurpose Room<br><input type="checkbox"/> Cafeteria<br><input type="checkbox"/> Library<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Stage<br><input type="checkbox"/> Other: _____ | <p align="center"><b>MIDDLETON</b></p> <input type="checkbox"/> Gym<br><input type="checkbox"/> Cafeteria<br><input type="checkbox"/> Multipurpose Room<br><input type="checkbox"/> Library<br><input type="checkbox"/> Computer Lab<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Other: _____   | <p align="center"><b>MEYER</b></p> <input type="checkbox"/> Gym<br><input type="checkbox"/> Cafeteria<br><input type="checkbox"/> Library<br><input type="checkbox"/> Computer Lab<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Stage<br><input type="checkbox"/> Other: _____ |  |
| <b>Food will be served at this event</b> Yes _____ No _____ Name of Food Service Provider _____<br><b>Additional services</b> (i.e. audio/visual support) or furniture (tables, chairs, etc.) may be requested on the special request section of this form. Additional charges may apply as a result.        |   |   |  |

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**FACILITY RENTAL SPECIAL REQUEST FORM**

Tables:        YES        NO                    QUANTITY REQUESTED: \_\_\_\_\_

Chairs:        YES        NO                    QUANTITY REQUESTED: \_\_\_\_\_

Trash Cans:    YES        NO                    QUANTITY REQUESTED: \_\_\_\_\_

Kitchen Access:        YES        NO        *To schedule the use of our kitchens contact the Food Service Office to schedule access and supervision at 847-540-4247, additional fee applies*

Other Requests \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**TERMS AND CONDITIONS OF FACILITY RENTALS**

All organizations will abide by Skokie School District 73 ½'s board policies, procedures, and rules and regulations governing the use of school facilities at all times.

All organization must submit a certificate of insurance listing the district as an additional insured one month prior to facility use. Failure to comply will result in cancellation of the schedule event. The certificates of insurance shall list the School District as an additional insured and provide that the District will receive written notice prior to any alteration or cancellation of the policies. The Certificate of Insurance must have additional insured endorsement outlined in the Rules and Regulations Governing the Use of School Facilities.

I have received a copy of the *Rules and Regulations Governing the Use of School Facilities* and the *Terms and Conditions of Facility Rentals* and will abide by such rules as set forth by the Board of Education of Skokie School District 73 ½ , 8000 East Prairie Road, Skokie IL 60076.

I certify that I am authorized to act for the above-named organization. I understand that (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related. I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

By signing this application, I agree that Skokie School District 73 ½ will be held harmless and I waive any liability claims against Skokie School District 73 ½ 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.

Additionally if food is being prepared and/or served, Skokie School District 73 ½ is held harmless and waives any and all liability claims against Skokie School District 73 ½ related to the serving and/or consumption of food on District 73 ½ property.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**(District Administration completes this section)**

Valid Certificate of Insurance Yes \_\_\_\_\_ No \_\_\_\_\_ Valid Tax Exempt Letter Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Type of Organization Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III \_\_\_\_\_ Class IV \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Notes:

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**Application Status:**      Approved      \_\_\_\_\_      Denied      \_\_\_\_\_

**Rental Coordinator Signature**      \_\_\_\_\_      **Date**      \_\_\_\_\_

**Chief Financial Officer Signature**      \_\_\_\_\_      **Date**      \_\_\_\_\_





## FACILITY RENTAL CLASSIFICATIONS

Community organizations who wish to request the use of the facilities must complete the District 73½ facility rental request form and return to the Business Office a minimum of one month prior to the actual requested date(s) of use. Applications must specify all necessary times, dates, facilities, and equipment required by the organization for its activities.

All non-district organizations will be charged with a rental fee for the use of the facilities. These charges are graduated according to the class in which an organization falls. Charges are set forth in the Facility Rental Fee Schedule.

### Class I

This classification shall consist of groups and activities which are directly associated with public education and have as their objective the welfare of the School District 73 ½. This classification shall include approved student organizations and school-related committees and organizations which serve the needs of students and staff of District 73 ½.

**Any request for the use of school property shall be granted to this class without rental or labor charges.**

### Class II

This classification shall include non-for profit student organizations serving solely District 73 ½ students and taxing bodies. Not-for-profit student organizations strictly serving District 73 ½ students fall in this category when they do not charge admission fees or have fundraising as an objective fall in this class. Verification of student may be required. Taxing bodies including the Skokie Park District, village, police or fire departments also fall in this class when no admission is charged and the usage does not have fundraising as its objective.

**No charge shall be assessed for use of facilities by these groups except for overtime when such use exceeds the regularly scheduled hours of the school custodian. Not-for-profit student organizations may be assigned a date and time to ensure the District does not incur additional expenses as a result of rentals in this class.**

### Class III

This classification shall include non-for profit organizations including but not limited to the following:

- Not-for-profit children's groups serving solely District 73 ½ students when fundraising is the objective.
- Not-for-profit children's groups (outside district boundaries) when they do not charge admission fees or have fundraising as an objective.
- Adult groups *of a public nature* not directly associated with the public schools, which seek to use school facilities for meetings, entertainment, lectures, etc. when they do not charge admission fees or have fundraising as an objective.

**Rental and labor charges are outlined in the attached fee schedule.**

### Class IV

This classification shall include all for-profit groups and not-for-profit children's groups engaging in fundraising.

**Rental and labor charges are outlined in the attached fee schedule.**



**Facility Rental Fee Schedule**  
(Effective July 1, 2018)

**FACILITY RENTAL FEES**

|               | <u>Class I</u> | <u>Class II</u> | <u>Class III</u> | <u>Class IV</u> |
|---------------|----------------|-----------------|------------------|-----------------|
| McCracken Gym | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| Middleton Gym | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| Middleton MPR | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| Meyer MPR     | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| One Classroom | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| Cafeteria     | N/A            | N/A             | \$15/hr.         | \$100/hr.       |
| Kitchen       | N/A            | N/A             | \$15/hr.         | \$100/hr.       |

Other spaces (i.e. band room, library, etc.) may not be available for rent. Please contact the business office directly if interested in renting spaces not listed above.

**LABOR FEES**

In addition to facility rental fees, labor fees may be charged. The District solely determines what type of supervision is required for each rental. The minimum labor allotment is two (2) hours. Labor rates are as follows:

|                           | <u>Class I</u> | <u>Class II</u> | <u>Class III</u> | <u>Class IV</u> |
|---------------------------|----------------|-----------------|------------------|-----------------|
| Custodial                 | N/A            | \$30/hr.        | \$60/hr.         | \$100/hr.       |
| Security                  | N/A            | \$30/hr.        | \$60/hr.         | \$100/hr.       |
| Kitchen Supervisor        | N/A            | \$30/hr.        | \$60/hr.         | \$100/hr.       |
| Administrative Supervisor | N/A            | \$30/hr.        | \$100/hr.        | \$150/hr.       |