



Community Request Guidelines for RPS205 Facilities Usage

All requests must be made by filling out the Community Rental Request forms for Building Usage, along with any Auditorium, Athletic Stadium or Pool Requests if needed and returned directly to Mary Olson by any of the following methods:

Email: mary.olson@rps205.com
Mail: Mary Olson, Operations Coordinator
Operation Support Center
5052 - 28th Avenue
Rockford, IL. 61109
Fax: 815-489-2607

These forms provide the facilities department with the necessary information in order to schedule the following: Support Staff, AC/Heat, Lighting, Security Services, Janitorial, Ground Maintenance (shoveling, trash, mowing, etc.).

Events are not valid until a district contract is completed and signed by Ann DeLang, Director of Operations and the requester. This process may take up to 2-3 weeks from time of request to final board approval. By submitting all requests in timely fashion scheduling conflicts can be avoided.

The forms must contain all information requested before the process can begin.

- a. All organizations must also submit their proof of liability insurance, when their request is submitted. (School activities are not required to submitted liability insurance you are covered under the district policy.)
- b. If an organization is stating they are non-profit organization then they must provide documentation of legal non-profit status filed with the Internal Revenue Service. (501-C)
- c. If the organization is requesting the use of an Auditorium, Pool, and Stadium additional forms will be required. These must be submitted with the request for use form.
- d. **Hourly Rates** includes 1 support person to be present during your event, to assist with moving of equipment, furniture, along with patrolling and securing the building. Any maintenance needed, cleaning, including bathrooms, trash removal and grounds maintenance (mowing, shoveling, etc.) Per board policy an RPS Employee must be present beginning ½ hour before event and remain until building is clear of all activity. This is confirmed through the rental facility department.
- e. The RPS 205's Board is the only agent authorized to waive fee or just fees regarding **"In Kind"** donations.

Per Board Policy 8.20 - School facilities are available to the community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purpose has precedence over all other uses. Persons on school premises must abide by District's conduct rules at all times. Waivers of the required fees will not be granted. Notwithstanding, upon the prior approval of the Board, the administration may offset the costs incurred by the District with an "In-Kind" donation from the user.

After all documents are submitted, the forms will be sent to the building principal or authorized scheduler for the requested use of their facility to either approve or deny the dates and times requested based on the school activities.

1. If the request is **DENIED**, the sponsor will be notified stating the reason for denial and if they have further questions on the denial they are referred to the Building Principal.
2. If the request is **APPROVED**, a **Facility Usage Contract** is typed up for the Director of Operations to review and for final approval.
3. After the approval of the contract the sponsor will be sent a contract. If sponsor is in agreement with the terms of the contract, they will need to sign and return the contract back to Mary Olson before scheduled use.
Failure to return the signed contract will result in non-usage of the facility.
4. Upon receipt of the signed contracts, the event will be entered into the Facility Rental Calendar and notifications of usage will be emailed to the Principal, Custodial and Maintenance Managers, Security, to ensure the proper staff is in place and the heat/ac and lighting is scheduled.
5. A copy of the contract will be sent to the Finance department. If there are fees applicable an invoice will be sent out for payment. **All invoices are to be paid before event is to take place.**