

COMMUNITY HIGH SCHOOL DISTRICT #155
BUILDING RENTAL INFORMATION

Pursuant to Board Policy 8:20, Community High School District #155 (“District #155”) makes school facilities available to community organizations (“renter”) during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of District #155. Such use requires the prior approval of the Superintendent or designee and is subject to the procedures outlined in this Building Rental Information document.

1. To request a rental date(s), please contact the Vice Principal’s Office at the school you wish to use, and complete the enclosed Facility Rental Application:

Crystal Lake Central High School – 815-459-2505
Cary-Grove High School – 847-639-3825
Crystal Lake South High School – 815-455-3860
Prairie Ridge High School – 815-479-0404

2. Rental rates are calculated based on the actual use of the location and required services. Current rates are listed herein. All organizations using our facilities are liable for the rental fee as shown. The staff is not empowered to offer discounts to any group or individual. Please be aware of these fees when you plan your use of our facilities. Custodial fees, and any other fees, will be listed separately on your invoice and are based on man hours. For weekend and school holiday events, renters will be charged custodial fees based on the number of hours expended in opening, supervising, cleaning up, and securing the building. Events involving large numbers of participants may require additional staff, at an additional cost to the renter. All events scheduled on weeknights (except for holidays) will be charged a minimum one-hour custodial fee. There will be a two-hour minimum charge on all facilities rented. No overnight rentals are allowed. The District will send an invoice to the renter after the event, and payment is due from the renter within thirty (30) days of receiving the invoice. If the renter fails to make timely payment, the debt may be transferred to a collection agency, any scheduled future rental may be cancelled, and the District may elect not to process any subsequent building rental applications until all delinquent invoices and fees have been paid.
3. Student groups are granted the use of school facilities at no costs during regularly staffed hours.
4. “In District” fees apply to groups and organizations located within District #155 boundaries. “Out of District” fees apply to any group or organization not located within District #155’s boundaries. District #155’s feeder schools pay only for custodial costs incurred during rentals.
5. The renter may cancel with at least 48 hours’ notice given to District #155. Failure to timely notify in case of cancellation will result in a minimum two-hour usage charge.

6. District #155 reserves the right to cancel the rental at any time for whatever reason the District deems reasonable without liability. The District will attempt to offer the renter at least 48 hours' notice.
7. Adequate and acceptable supervision is the responsibility of the renter. Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every 15 children is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at events attended by more than 50 persons, District #155 may require the renter to arrange, and pay for at renter's own expense, one police officer for every 150 attendees.
8. All indoor and outdoor facility rentals must also have the approval of the building principal or designee.
9. All facilities rentals are exclusive to the applicant and may not be assigned, sublet, or otherwise utilized by any organization or individual other than the applicant.
10. Kitchen and serving areas are not available for rentals. Food preparation and cooking are not allowed in the building.
11. 110V power (only) is available for tenant use.
12. All individuals who are present on District #155 property as a result of the renter's use ("renter's participants") must observe all parking restrictions on school property. Renters may not charge for parking and must provide supervision and crowd control in parking areas at their sole expense, if required by District #155.
13. No use of fire, flame, smoke or fireworks of any kind are allowed on District #155 property.
14. Renter and its participants must comply with all applicable rules, policies, and procedures of District #155, specifically including Board Policy 8:30 *Visitors to and Conduct on School Property*.
15. Possession, use, distribution, consumption, or being impaired or under the influence of alcohol, cannabis, other lawful product, or illegal drug is prohibited on District #155 property.
16. All operation and use of the lighting and sound department equipment will be handled through the light/sound technicians and/or the audiovisual department employed by District #155. An hourly rate will be charged to utilize their services.
17. If using District #155's physical fitness facilities, the renter shall ensure that its coaches, assistant coaches, and any other individuals supervising children are familiar with the District's medical emergency plan. Moreover, during all physical fitness activities, the renter shall ensure that at least one (1) automated external defibrillator ("AED") is present and that at least one (1) individual who is properly trained and certified to use the AED is present on the premises. The AED-certified individual shall have his or her valid AED

certification card readily available during such activities and, upon request, shall display such card to any designee of District #155. The renter agrees to comply with all laws pertaining to AEDs during its use of District #155's facilities.

18. The renter may only use the facilities reserved in the application for the period of use listed on the Facilities Rental Application. The renter must ensure that unauthorized portions of District #155 facilities/equipment are not used and that the premises are vacated as scheduled.
19. In the discretion of District #155, the renter will pay for snow removal if its event is the only event scheduled at the facility and the renter still wants to hold the event.
20. Renter assumes full responsibility, and shall reimburse District #155 within 30 days, for the cost of any damage to school facilities, furniture, or equipment resulting from renter's use of the facilities by the renter and/or its participants whether such damage is accidental or deliberate. The cost of damages shall be based on the repair or replacement cost, the choice of which is at District #155's discretion. District #155 assumes no responsibility for loss or theft of personal property or damage to personal property of the renter or any of its participants. District #155 assumes no liability whatsoever for damage to renter's property.
21. **Appropriate gym shoes must be worn in the gymnasium at all times.**
22. Renter shall maintain the following insurance: (i) commercial general liability insurance, on an occurrence basis, in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) excess or umbrella insurance coverage on an occurrence basis in the amount of at least \$3,000,000 per occurrence and in the aggregate; and any additional coverage requested by District #155. Renter shall name Community High School District #155, its Board of Education, employees, and agents as additional insureds, on primary and non-contributory basis, on all insurance required hereunder with the sole exception of the workers' compensation insurance (if any). Renter shall provide District #155 with a certificate of insurance, in a form acceptable to District #155, evidencing the insurance required hereunder. Further, to the fullest extent permitted by such policy, Renter waives any and all rights of subrogation it or any of its insurers may have against any of the District #155 Indemnitees.
23. The renter shall indemnify, defend, and hold harmless the Community High School District No. 155, its Board of Education and individual Board members, agents, and employees ("District #155 Indemnitees"), from any and all liabilities, claims, demands, actions, expenses, or suits of any kind (including attorney's fees and court costs) arising out of or in connection with the rental and use of District #155's facilities.
24. If renter or its participants violate any terms of the Facilities Rental Application or this document, District #155 may terminate the use of facilities immediately, and future rental requests may be denied.

25. The renter shall comply with all federal, State, and local laws, rules, and regulations including, but not limited to, the *Illinois Human Rights Act*, the *Americans with Disabilities Act*, and all federal Equal Employment Opportunity laws.
26. The renter acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen (18) are present without the specific notification and permission. The renter shall ensure that none of its participants, personnel, employees, agents, contractors, or employees thereof are child sex offenders. Child sex offenders found to be present on District #155 property without written permission will be considered trespassers and will be prosecuted in accordance with Illinois law.
27. This Agreement shall be governed by the laws of the State of Illinois, and any action relating to this Agreement must be brought in the Circuit Court situated in McHenry County, Illinois or the U.S. District Court for the Northern District of Illinois, Eastern Division. To the fullest extent permitted by law, the renter waives any right to a jury trial that it may have at law or in equity in enforcing its rights under this Agreement.

COVID-19 SUPPLEMENT

Due to the COVID-19 pandemic, the renter and its participants must comply with:

- (a) all applicable public health guidance (including Executive Orders and guidance issued by the CDC, ISBE, IDPH, DCEO or IHSA) concerning COVID-19; and
- (b) all District #155 rules and policies applicable to procedures related to health and safety, as determined appropriate by District #155, including for social distancing, sanitization, disease prevention, and use of equipment (including personal protective equipment).

To ensure compliance with applicable guidance and the District's rules and policies, the renter must submit a written plan with its Facility Rental Application, addressing how it will comply with all applicable public health guidance including Executive Orders and any guidance issued by the CDC, ISBE, IDPH, DCEO or IHSA, and any applicable all District #155 rules and policies. Such plan is subject to the approval of District #155 and must be updated as necessary to reflect any changes in subsequent guidance from state, local, or federal officials. The renter and its participants must comply with the plan. The District may, at a minimum, require that the plan address the following:

1. **Self-Certification Process** – The plan must include an explanation (and provide documentation) of how the renter will ensure that each participant has self-certified that he/she does not have a temperature greater than 100.4 degrees Fahrenheit or currently have known symptoms of COVID-19 (such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, vomiting, or diarrhea) prior to or upon arrival.
2. **Contact Tracing** – The renter must agree that it will be responsible for all contact tracing and coordination with the McHenry County Health Department if a participant has a positive or suspected case of Covid-19. The plan must explain how the renter will conduct contact tracing and must include the name and contact information of the individual with primary responsibility for conducting any contact tracing.
3. **Face Coverings** – The plan must address the applicable requirements for use of personal protective equipment (PPE), including face masks, by all participants.
4. **Capacity / Social Distancing** – The plan must address any capacity limits and explain how the renter will ensure that all participants will be socially distant consistent with applicable health guidance.
5. **Cleaning and Disinfecting** – The plan must explain how the renter will clean and disinfect any spaces used.
6. **Handwashing** – The plan must explain how the renter will ensure adherence to handwashing and respiratory etiquette by participants.

BUILDING RENTAL FEES
ALL FEES ARE PER HOUR (EXCEPT AS OTHERWISE NOTED)
THERE IS A 2 HOUR MINIMUM ON ALL RENTALS

	IN DISTRICT	OUT OF DISTRICT
Auditorium	\$50	\$100
Auxiliary Auditorium	\$35	\$70
Lecture Room	\$35	\$70
Foyer (or Pit Area at South)	\$35	\$70
Contest Gym	\$100	\$250
Auxiliary Gym	\$60	\$90
Wresting Balcony	\$20	\$50
Cafeteria	\$30	\$80
Classroom	\$15	\$25
Library	\$30	\$50
Music/Chorus Room	\$30	\$60
Air Conditioned Classroom	\$20	\$30
Air Conditioned Auditorium	\$75	\$125
Practice Football Field	\$25	\$45
Outdoor Track	\$25	\$45
Baseball Fields: Varsity	\$75 per game	\$125 per game
Sophomore, Freshman	\$25 per game	\$45 per game
Softball Fields: Varsity	\$75 per game	\$125 per game
JV, #3, Little League	\$25 per game	\$45 per game
Tennis Courts	\$25	\$45
Practice Area	\$25	\$45
Stage Lighting/Sound System	\$25	\$45

Lighting/Sound Technician (student help)	\$15	\$15
Custodial Fee	\$35	\$35

Additional Fees (<i>flat rate</i>):		
Overhead Projector	\$25	
Piano Use	\$75	
Scoreboard	\$75	
Bleachers	\$75	
	(set up & take down)	
Tables and Chairs	\$50-\$75	
	(depending on request)	

**Community High School District #155
One South Virginia Road
Crystal Lake, IL 60014**

FACILITY RENTAL APPLICATION

School Requested (circle one): *Crystal Lake Central* *Crystal Lake South* *Cary-Grove* *Prairie Ridge*

Name and Address of Organization _____

Contact Person _____ Daytime Phone _____ Evening Phone _____ E-Mail _____

EVENT: _____

EXPECTED NUMBER OF PARTICIPANTS: ____

DATE(S) OF EVENT (list each date separately or attach schedule for multiple dates):

Space(s) Requested:

Equipment & Services:

<u>Date</u>	<u>Time to Enter Bldg.</u>	<u>Time to Exit Bldg.</u>	_____	<u>Auditorium</u>	_____	<u>Overhead Projector</u>
_____	_____	_____	_____	<u>Classroom(s)</u>	_____	<u>A/V Technician</u>
_____	_____	_____	_____	# _____	_____	<u>Stage Lighting</u>
_____	_____	_____	_____	<u>Main Gym</u>	_____	<u>Piano</u>
_____	_____	_____	_____	<u>Auxiliary Gym</u>	_____	<u>Scoreboard</u>
_____	_____	_____	_____	<u>Wrestling Balcony</u>	_____	<u>Sound System</u>
_____	_____	_____	_____	<u>Cafeteria</u>	_____	<u>Bleachers</u>
_____	_____	_____	_____	<u>Library</u>	_____	<u>Tables: #</u> _____
_____	_____	_____	_____	<u>Music/Chorus Room</u>	_____	<u>Chairs: #</u> _____
_____	_____	_____	_____	<u>Outdoor Track</u>	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Custodial fees of \$35/hour will be added to all facility rentals. This application must be approved before the applicant will be allowed to use school facilities.

I/We hereby request use of the above described facilities for said event(s) or purposes on the date(s) listed and during hours noted, in accordance with the rules and regulations established by the Board of Education of Community High School District #155, which shall be considered a part of this application, including the Building Rental Information, and the COVID-19 Supplement, and agree to adhere to all requirements therein; and agree to pay as rental for said facilities the charges established by the Board of Education of Community High School District #155.

By signing below, I certify that I am authorized to act for the above-named organization. I acknowledge that I have read and understand all information, rules, and regulations contained in this rental application, including the Building Rental Information, and the COVID-19 Supplement, and agree to adhere to all requirements therein.

This rental application is: ___ Approved ___ Denied

Signature of Renter Date

Building Administrator