

## **Procedures for Implementing Board Policy: Community Use of School Facilities**

### Section A

1. Requests for the use or rental of the Glenbrook High Schools by outside organizations shall be directed to the associate principal for administrative services at the designated school, or to the director of operations in the case of a rental request outside of Glenbrook North or South in a timely manner. Requests submitted without reasonable notice may be declined.
2. A facility rental request form shall be provided to an outside organization, asking for specific dates, times, etc. Upon receipt of the completed form, the associate principal or director shall determine whether or not the organization is eligible to use the facilities under the Board of Education policy. The classification to be assigned to the use for fee purposes shall also be determined. If the request is deemed appropriate, but requires consideration by the Board of Education, a memo will be prepared and presented at the next regular meeting.
3. The associate principal or director shall verify space availability, times, etc., and shall check possible conflicts with other activities in the building, including parking arrangements. If disapproved, the applicant shall be contacted and notified that the space is not available. If approved, a facility rental contract shall be prepared and submitted to the assistant superintendent for business services for review subsequent approval. Upon completion of the final review, the contract shall be signed and returned to the school.
4. The contract and estimated quotation inclusive of all rental charges shall be provided to the outside organization for review and acceptance, and it shall be returned to the school along with a valid certificate of liability insurance. A return date shall be specified on the contract. Should an outside organization not return the contract and/or required information by the specified due date, the rental may be canceled..
5. Upon receipt of a signed contract and valid certificate of liability insurance, it shall be filed and saved with the district's facility rental documents.
6. Hourly wages for personnel performing services exclusively for the facility rental are to be reviewed and processed in accordance with current payroll procedures.
7. Upon receipt of the hours worked and other costs involved, the associate principal or director shall notify the business services department to prepare and issue an invoice to the outside rental organization. Follow up collection procedures shall be handled in partnership by the business services department and the associate principal or director.

Section B - Submission of Building Rental Requests

Organizations are required to submit facility rental requests in accordance with the provisions contained herein.

- Revised: January 25, 1988
- Revised: January 8, 1990
- Revised: August 23, 1993
- Revised: June 24, 1996
- Revised: February 28, 2000
- Revised: January 13, 2020