



## **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 Kim Semmelroth by any of the following methods:

**Email:** [kim.semmelroth@rps205.com](mailto:kim.semmelroth@rps205.com)

**Mail:** Kim Semmelroth, 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 Kim Semmelroth 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.**



## COMMUNITY REQUEST PROCEDURES FOR RPS 205 POOL USE

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1. To apply for the use of Rockford School District 205 pool facilities the requester must fill out the Building Usage forms and send the completed documents to **Kim Semmelroth, Operations Coordinator**. The form must contain all information requested before the process can begin Monday through Friday between the hours of 8:00 am and 4:30 pm. Rental requests and reservations are not made over the phone.
2. The Pool Rental Request form must be accompanied by a **photocopy** of lifeguard, first aid and CPR PRO certifications before the contract is approved. **You are responsible for securing, negotiating payment, and paying of your lifeguards.**

The following requirements must be agreed to before the Pool Rental Request form is approved.

  - a. Illinois Health Code requires showers prior to entering public pools. A minimum of two supervisors must be responsible for the group, and be in the pool area throughout the program. At least one of the supervisory staff must be 18 years or older. At least one of the supervisory staff must be an adult (18 years or older) with current Lifeguard Certification (including Lifeguard training, first aid, and CPR Professional) and meets Illinois minimum certification requirements. For groups of 20 or more swimmers, **two or more certified** approved lifeguards will be required. Participants must not be allowed in the pool without the certified lifeguard(s) and supervisor(s) present.
  - b. Admittance into the pool will be granted only after the certified lifeguard(s) and supervisor(s) signs in with the building custodian. These names must appear on the completed Swimming Pool Rental Request Form or admittance will not be allowed. The pool area must not be left at any time until the custodian returns to lock the pool doors.
  - c. Supervisor and lifeguard (s) are responsible for handling emergency situations effectively. Supervisor and lifeguards (s) are to have working cell phones on them for emergency. (Dial "911" for emergencies.) A backboard for suspected spinal injuries, a First Aid Kit, and a variety of rescue devices are available on-site. Contact the building principal through the building custodian, in the event of a serious accident.
  - d. Groups using school facilities are responsible for supervising their participants while they are in the school building. User groups are also responsible for keeping hallways, locker rooms and pool rooms in good condition. When the facility rental is completed, all facilities must be clean and in acceptable condition for future use. It is important to communicate with the custodian on duty, especially if pool use time will be less than is stated on the contract so that the pool can be secured after the rental.

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Name of Organization

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Person Authorized to Sign

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Date

**This form must be included with Community Request Form for RPS 205 Facility Rentals**

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Kim Semmelroth  
 Operations Coordinator / Facility Rentals  
 5052 - 28th Avenue - Rockford, IL 61109  
 Email: kim.semmelroth@rps205.com  
 P: 815-489-7398, Ext. 16652  
 C: 779-537-0273 Fax: 815-966-3019



## COMMUNITY REQUEST FORM FOR RPS 205 FACILITY RENTALS

**All Rental Request must be submitted 2 weeks before event's date directly to the contact person listed above. If requesting fees to be waived, submission of form must be made 30 days in advance. This application must be approved before a non-school related group is allowed to use school facilities.**

School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related.

***Use of school facilities for school purposes has precedence over all other uses.***

Event Title	Requested School/Facility
Event Sponsor	Event/Group Size <span style="float: right;">Area Desired</span>
Contact Person (must be 21 years of age)	Date(s) requested <span style="float: right;">Day(s)</span>
Phone Number	Set-Up: <span style="margin-left: 50px;">Start:</span> <span style="float: right;">End:</span> Event Time <span style="margin-left: 100px;">AM/PM</span> <span style="float: right;">AM/PM</span>
Email	Material to be brought into facility
Address	Notes:
City <span style="margin-left: 100px;">State</span> <span style="float: right;">Zip</span>	Equipment needed/additional requests for set-up

**1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.**

- The non-school related groups are responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

**2. All non-school related groups must agree to:**

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property
- Supply proof of insurance naming Rockford School District 205 as an additional insured and verifying that the group maintains a minimum of \$500,000 liability insurance coverage against personal injury and/or property loss:
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the School Board's discretion.
- The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school district property.

**(Name of Insurance Provider and Contact Number)**

**3. All non-school related groups must pay the following fees:**

- Rental charge (unless waived by Board policy)
- Meal and beverage service (cost as determined by the cafeteria supervisor)
- Custodial charges (standard hourly charge)

**4. Fees:**

- Deposit – the District reserves the right to ask for a deposit as condition of the rental in order to offset the potential costs that result as a consequence of the use of the District equipment or Facilities.
- The District may assess additional fees for kitchen serves, garbage collection, or additional cleanup.
- Payment – Billings are done at the close of each month and will be Net 30 days. Payments shall be made to Rockford School District 205.

**5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.**

**6. All non-school related groups must agree to follow the District’s Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6.**

**Important:** 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.

Activity being proposed is not in a physical fitness facility.

Copy of the District’s Plan for Responding to a Medical Emergency at a Physical Fitness Facility has been provided. (77 Ill.Admin.Code SS527.400(a) and 527.800(c). Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Illinois law (410 ILCS 4/10; 77 Ill.Admin.Code S527.100). **Copy can be obtained from Health Services @815-966-5254**

**7. If the request involves a physical fitness facility, the non-school related group must:**

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District’s plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent or designee is informed and all appropriate forms are completed.

**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.**

<b>Applicant name (please print)</b>	<b>Applicant signature</b>	<b>Date</b>

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (Note the Rental Office will notify requester once the appropriate Building Principal has approved or denied accessibility.)

<b>Approved</b>	<b>Denied</b>	<b>Building Use Coordinator</b>	<b>Date</b>

<b>Principal of Building</b> <i>Signature Required</i>	<b>Date</b>



Rental Pricing	Category 1	Category 2	Category 3
	School Related Organizations & Functions	Governmental, Non-Profit & Individual Use	Private, Commercial & Fundraising Groups
	Hourly Rate	Hourly Rate	Hourly Rate
<b>Athletic Fields</b>	N/C	N/C	\$ 41.25
<b>Auditoriums</b>	See attached schedule for capacity and pricing		
<b>Baseball Diamonds - Per Game</b>	N/C	\$ 30.00	\$ 30.00
<b>Cafeteria</b>	N/C	\$ 74.25	\$ 80.25
<b>Classroom</b>	N/C	\$ 53.00	\$ 57.25
Each Additional Classroom	N/C	\$ 11.75	\$ 16.00
<b>Computer Lab</b>	N/C	\$ 57.25	\$ 65.50
<b>Fieldhouses</b>	N/C	\$ 241.25	\$ 341.25
Locations: Auburn, East, & Guilford			
<b>Gymnasium - Jefferson only</b>	N/C	\$ 121.25	\$ 175.00
<b>Gymnasium</b>	N/C	\$ 81.25	\$ 91.25
<b>Library</b>	N/C	\$ 57.25	\$ 65.50
<b>Locker Rooms (1)*</b>	N/C	\$ 25.00	\$ 53.00
<b>Locker Rooms (2)*</b>	N/C	\$ 50.00	\$ 106.00
<b>Parking Lots - Daily</b>	N/C	\$ 100.00	\$ 200.00
<b>Pools</b>	N/C	\$ 88.25	\$ 94.25
<b>Soccer Field - Jefferson</b>	N/C	\$ 141.25	\$ 191.25
<b>Stadiums</b>	N/C	\$ 276.75	\$ 335.50
(Auburn & Guilford)			
<b>Stadium Lights Fee - Nightly</b>	N/C	\$ 58.85	\$ 58.85
<b>Tennis Courts - Per Court</b>	N/C	\$ 6.00	\$ 6.00
Available Courts: Auburn - 6, East - 6, Guilford - 14, Jefferson - 12, West - 4			

Hourly pricing 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 (shoveling, etc.)

<b>An opening, closing &amp; set-up fee will charged daily</b>	\$	41.25	\$	41.25
<b>*Locker Room fee</b> applies when added for use with rental of gym, field house, stadium, etc				
Additional Fees may apply as needed:				
<b>Sound &amp; Light Tech - hourly</b>	\$	30.00	\$	30.00
<b>Each additional support staff</b>	\$	15.00	\$	15.00
<b>Security Officer</b>	\$	30.00	\$	30.00
<b>Grounds Maintenance- Field Lines, Chalk, Rake, Drag</b>	\$	41.25	\$	41.25

Fees are subject to change without prior notification



## Rental Pricing for Auditoriums and Theaters

Location	Seating	Group 1	Group 2	Group 3
		Hourly Rate	Hourly Rate	Hourly Rate
<b>Ellis</b> <i>222 South Central</i>	<b>315</b>	N/C	\$ 76.50	\$ 82.50
<b>Marshall</b> <i>4664 N Rockton</i>	<b>600</b>	N/C	\$ 76.50	\$ 82.50
<b>Kennedy</b> <i>520 N Peirpont</i>	<b>500</b>	N/C	\$ 76.50	\$ 82.50
<b>Lincoln</b> <i>1500 Charles</i>	<b>616</b>	N/C	\$ 76.50	\$ 82.50
<b>Flinn</b> <i>2525 Ohio Pkwy</i>	<b>981</b>	N/C	\$ 106.50	\$ 112.50
<b>Guilford</b> <i>5620 Spring Creek Rd</i>	<b>533</b>	N/C	\$ 76.50	\$ 82.50
<b>Jefferson</b> <i>4145 Samuelson Rd</i>	<b>463</b>	N/C	\$ 76.50	\$ 82.50
<b>Washington</b> <i>1421 West St.</i>	<b>584</b>	N/C	\$ 76.50	\$ 82.50
<b>Roosevelt</b> <i>978 Haskell Ave</i>	<b>534</b>	N/C	\$ 76.50	\$ 82.50
<b>Auburn</b> <i>5110 Auburn St</i>	<b>609</b>	N/C	\$ 76.50	\$ 82.50
<b>East</b> <i>2929 Charles St</i>	<b>886</b>	N/C	\$ 106.50	\$ 112.50
<b>West</b> <i>1900 N Rockton Ave</i>	<b>938</b>	N/C	\$ 106.50	\$ 112.50
<b>Eisenhower</b> <i>3525 Spring Creek Rd</i>	<b>444</b>	N/C	\$ 76.50	\$ 82.50

Hourly pricing 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, such as cleaning, including bathrooms, trash removal and grounds maintenance (shoveling, etc.)

<b>Opening, closing &amp; set-up fee charged daily</b>		\$ 41.25	\$ 41.25
Additional Fees may apply as needed:			
<b>Sound &amp; Light Tech - hourly</b>		\$ 30.00	\$ 30.00
<b>Each additional support staff</b>		\$ 15.00	\$ 15.00
<b>Security Officer</b>		\$ 30.00	\$ 30.00