

**SCHOOL FACILITIES RENTAL FORM**

North Shore School District 112

Name of School Desired: \_\_\_\_\_ Date: \_\_\_\_\_  
List of Activity Date(s): \_\_\_\_\_ Size of Audience: \_\_\_\_\_  
Name of Sponsoring Activity (Circle One): NSSD112 Park District Other  
Specific room(s) and/or space needed: \_\_\_\_\_  
Total time facility will be needed: From \_\_\_\_\_ to \_\_\_\_\_  
Hours of Activity: From \_\_\_\_\_ to \_\_\_\_\_  
Responsible Party Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of Adult Supervisors: \_\_\_\_\_ One (1) adult supervisor per every ten (10) school aged child

**BLUE BOX POLICE PULL STATIONS ARE TO BE USED ONLY FOR ACTIVE SHOOTER SITUATIONS**

Special Setup Requested (table, chairs, podium, etc.) (Fill out diagram page)

The undersigned applicant for the use of the facilities of North Shore School District 112, Lake County, Illinois (the "School District"), hereby agrees and promises to indemnify, hold harmless and, at the option of the School District, defend the School District from any claim for property damage or personal injury, including death, and from any loss arising out of the use granted by the School District and/or the failure of the applicant to perform any obligation to the School District under its rules on the use of school facilities. The loss includes, but is not limited to, the School District's reasonable attorney's fees and costs and expenses of an investigation, litigation and/or settlement of any such claim or loss. The term "School District" includes the Regional Board of School Trustees, the Board of Education and its members, employees, and agents in their official and individual capacities.

The undersigned further agrees that no alcoholic beverages will be served or consumed in connection with the use of school facilities. **Additionally, no smoking is allowed in any of the School District facilities or on any District site.** All School District rules concerning facility use will be met and a minimum \$1,000,000 Certificate of Insurance and/or insurance policy satisfactory to the School District is required by the School District for all events. **APPROPRIATE CERTIFICATE OF INSURANCE OR INSURANCE POLICY REQUIRED PRIOR TO EVENT DATE (See attached provisions for AED use)**

Name: \_\_\_\_\_  
(PRINT NAME OF APPLICANT) (SIGNATURE)

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
(ALL THE ABOVE INFORMATION IS NECESSARY PRIOR TO APPROVAL)

(PLEASE DO NOT WRITE BELOW THIS LINE/FOR OFFICE USE ONLY)

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal Signature

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Operations

- Copy to Originator
- Copy to Principal
- Copy to Business Office
- Copy to GCA Supervisor



**NORTH SHORE SCHOOL DISTRICT 112**  
**Operations Department**  
**2023 St. Johns Avenue-Highland Park, IL 60035**  
**Phone: 224-765-3450/Fax: 847-266-1108**

**School Facilities Rental Rates – Related to Board Policy 8:20**

<u>Facility</u>	<u>Rate</u>
Edgewood/Elm Place Auditorium	\$173/ non-fund raising event \$345/ fund raising event \$345/ Arts Groups/Concerts event
Cafeteria/Lunchroom	\$201/ non-fund raising event \$288/ fundraising event
Gymnasium (No food allowed in gym)	\$288/ 1 to 4 hours \$575/ 4+ to 8 hours
Classroom-Where Permitted	\$23/ hour
Audio Visual Equipment	\$28/ hour
<b>Use of School Field/Parking Lot</b>	<b>\$57/ Event</b>

The above fees are basic to cover costs of utilities and normal wear and tear. In addition to the above fees, any renting organization must assume the cost of custodial service for the entire time a custodian is needed. A minimum of 24 hours must be given for any and all cancellations. **Any violations of this rule will result in a minimum charge of \$50 or \$70 for an event on a Sunday or Holiday.** Cancellations may be made by phone to the Operations Department between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday at 224-765-3450.

All building uses (including any clean-up or removal of materials to be performed by the renters) must terminate no later than 11:30 p.m. The District reserves the right to terminate rentals at any time. Determination of the income tax treatment of the payment of any fees is the responsibility of the lessee.

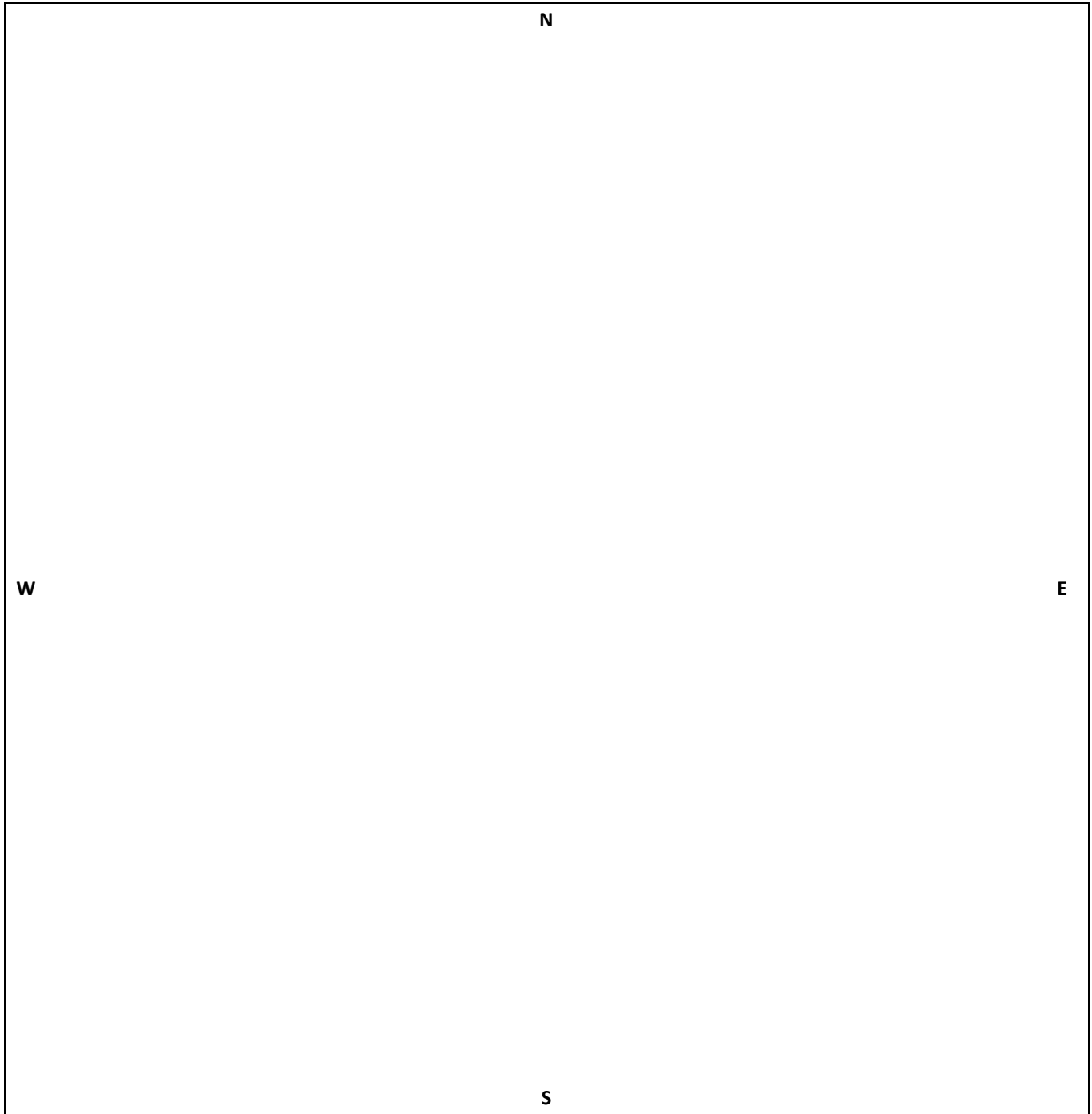
**(PLEASE DO NOT WRITE BELOW THIS LINE/FOR OFFICE USE ONLY)**

<u>CUSTODIAL RATES (Incremental Services related to contractual premium rates):</u>	<u>Weekday</u>	<u>Saturday</u>	<u>Sunday/Holiday</u>
Event Participation: _____	\$50/hr	\$50/hr	\$70/hr
Event Facilitator: _____ (1 <sup>st</sup> 2 hrs - minimum)	\$100	\$100	\$140
_____ (any additional hours)	\$15/hr	\$15/hr	\$35/hr
Event Set-up: _____ less than 10 tables/less than 100 chairs	\$15	\$15	\$15
_____ more than 10 tables/more than 100 chairs	\$50/hr	\$50/hr	\$50/hr
Room Rental Fee: _____			
AMOUNT DUE: _____			

Remittance of the above amount due is expected upon receipt of this confirmation and use of the facility. Any unexpected charges may be billed at a later date. Make check payable to North Shore School District 112 and send it to the Business Office, 1936 Green Bay Road, Highland Park, IL 60035. For inquiries, call 224-765-3450 or fax (847) 266-1108. 12/11/17

DIAGRAM PAGE

Indicate special instructions for setup on the diagram below. If more than one room is requested, make a separate diagram for each room.





**NORTH SHORE SCHOOL DISTRICT 112**  
**AED PROVISIONS LANGUAGE FOR FACILITIES USE AGREEMENT**

Organizations that use the District's indoor physical fitness facilities are required to familiarize themselves with the District's medical emergency plan and have an AED (Automated External Defibrillator) device present during all indoor physical fitness activities. If such use occurs during staffed business hours, the renting organization shall also ensure that there is a trained AED user present. The renting organization agrees to comply with all laws pertaining to AEDs during the organization's use of the District facilities. The renting organization shall indemnify and hold harmless the District and its board members, agents, officers, employees, volunteers, successors, and assigns, from and against any and all claims, actions, damages, liability and expense arising from, in connection with, or otherwise related to loss of life, personal injury, damage to property, and/or loss in connection with the use of an AED during an organization's use of the District facilities or the organization's failure to comply with the District's medical emergency plan, policies, or any applicable law. The renting organization shall carry liability insurance in an amount and with a carrier acceptable to the District, ensuring the foregoing indemnification obligation and naming the District and its Board members, agents, officers, employees, volunteers, successors, and assigns as additional insured's.

Effective: 7/1/2010