



COMMUNITY HIGH SCHOOL DISTRICT #155 FACILITY RENTAL INFORMATION

Pursuant to Board Policy 8:20 *Community Use of School Facilities*, 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 Facility 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 below. All organizations using our facilities are liable for the rental fee as shown. The staff is not authorized 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 additional fees, will be listed separately on your invoice and are based on either a flat fee or hourly rate as listed below. 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 (as determined by the District) 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 canceled, and District #155 may elect not to process any subsequent facility rental applications until all delinquent invoices and fees have been paid.
3. Student groups are granted the use of school facilities at no cost 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. Please check the District Boundary Map on our website: <https://www.d155.org/about/district-boundary-map>.

5. District #155's feeder schools must pay only for custodial costs and direct costs incurred during rentals.
6. Renter may cancel without cost 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.
7. District #155 reserves the right to cancel the rental at any time for any reason without liability. The District will attempt to offer the renter at least 48 hours' notice of cancellation.
8. Renter is responsible for providing adequate and acceptable supervision. 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, District #155, at its sole discretion, reserves the right to require the renter to arrange for and pay for police presence at any event.
9. All indoor and outdoor facility rentals must also have the approval of the building principal or designee.
10. All facility rentals are exclusive to the applicant and may not be assigned, sublet, or otherwise utilized by any organization or individual other than the applicant.
11. Kitchen and serving areas are not available for rentals. Food preparation and cooking are not allowed in the building.
12. 110V power (only) is available for tenant use.
13. 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. Renter may not charge for parking and must provide supervision and crowd control in parking areas at their sole expense, if required by District #155.
14. No use of fire, flame, smoke or fireworks of any kind are allowed on District #155 property.
15. 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*, and any rules regarding health and safety.
16. 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.
17. Renter and its participants are prohibited from operating and using the lighting and sound department's equipment. Light/sound technicians and/or the audiovisual department employed by District #155 must handle the operation and use of the lighting and sound department equipment based on the hourly rate listed below.
18. 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. Renter agrees to comply with all laws pertaining to AEDs during its use of District #155's facilities, including the Illinois *Automated External Defibrillator Act*, 410 ILCS 4/1 *et seq.*

19. Renter may only use the facilities reserved in the application for the time period listed on the Facility Rental Application, as approved by District #155. Renter must ensure that unauthorized portions of District #155 facilities and/or equipment are not used and that the premises are vacated as scheduled.
20. District #155 reserves the right, in its sole discretion, to require the renter to pay for snow removal if its event is the only event scheduled at the facility and the renter still wants to hold the event.
21. Renter is responsible for leaving the facilities in the same condition in which they were found and assumes full responsibility for any damages during the renter's use of the facilities. Renter 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.
22. **Appropriate gym shoes must be worn in the gymnasium at all times.**
23. 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 \$1,000,000 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 and individual Board members, employees, and agents as additional insureds, on a primary and noncontributory basis, on all insurance required hereunder with the sole exception of 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 upon signing the Facility Rental Contract. 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 (as defined in Paragraph 24 herein).
24. Renter shall indemnify, defend, and hold harmless Community High School District #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.
25. If the renter or its participants violate any terms of the Facility Rental Application, the Facility Rental Contract, or this document, District #155 may terminate the use of facilities immediately and future rental requests may be denied.

26. 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.
27. 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. 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 will be considered trespassers and will be prosecuted in accordance with Illinois law.
28. Renter is responsible for ensuring that no weapons or firearms of any type are brought onto District #155 property by any participants or attendees of the event.
29. 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.

BUILDING RENTAL FEES
THERE IS A 2-HOUR MINIMUM CHARGE FOR ALL RENTALS

INDOORS	In District Rate	Out of District Rate
Auditorium/Theater	\$83 per hour	\$138 per hour
Auditorium - Auxiliary	\$39 per hour	\$77 per hour
Cafeteria	\$33 per hour	\$88 per hour
Classroom	\$22 per hour	\$33 per hour
Foyer CLS Terrazzo/Pit	\$39 per hour	\$77 per hour
Gym - Auxiliary (No A/C)	\$66 per hour	\$99 per hour
Gym - Contest/Fieldhouse (No A/C)	\$110 per hour	\$275 per hour
Gym - Wrestling Balcony (CG) (No A/C)	\$22 per hour	\$55 per hour
Multipurpose Room (CG)	\$33 per hour	\$66 per hour
Music (Band/Choir) Room	\$33 per hour	\$66 per hour
Professional Development Room (CLS)	\$33 per hour	\$66 per hour
Staff Dining Room (CG)	\$28 per hour	\$39 per hour
OUTDOORS	In District Rate	Out of District Rate
Baseball Fields: Varsity Sophomore/Freshman	\$83 per game \$28 per game	\$138 per game \$ 50 per game
Outdoor Track	\$28 per hour	\$50 per hour
Practice Area	\$28 per hour	\$50 per hour
Softball Fields: Varsity JV/#3/Little League	\$83 per game \$28 per game	\$138 per game \$ 50 per game
Tennis Courts	\$28 per hour	\$50 per hour
OTHER FEES	In District Rate	Out of District Rate
Stage Lighting/Sound System	\$28 per hour	\$50 per hour
Stage Lighting/Sound System Technician	\$17 per hour (billed separately)	\$17 per hour (billed separately)
Bleachers (set up & take down)	\$83 flat fee per event date	\$83 flat fee per event date
Piano Use	\$83 flat fee per event date	\$83 flat fee per event date

<p>Tables and Chairs:</p> <p>1 rack (up to 6 tables/up to 25 chairs)</p> <p>2 racks (7-12 tables/26-50 chairs)</p> <p>3+ racks (13+ tables/51+ chairs)</p>	<p>\$55 flat fee per event date</p> <p>\$70 flat fee per event date</p> <p>\$85 flat fee per event date</p>	<p>\$55 flat fee per event date</p> <p>\$70 flat fee per event date</p> <p>\$85 flat fee per event date</p>
<p>Custodial Time:</p> <p>Weeknight when school is in session:</p> <p>Weekend/Holiday/Weeknight when school is not in session:</p>	<p>\$35 flat fee per event date</p> <p>\$35 per hour per custodian</p>	<p>\$35 flat fee per event date</p> <p>\$35 per hour per custodian</p>



Facility Rental Application

Community High School District 155
1 S. Virginia Road
Crystal Lake, IL 60014

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

Name and Address of Renter/Renting Organization

Contact Person	Phone	Email
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Event Name	Expected No. of Participants
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Date	Time to Enter Bldg.	Time to Exit Bldg.	Space(s) Requested	Equipment/Services Requested
_____	_____	_____	<input type="checkbox"/> Auditorium <input type="checkbox"/> Classroom(s): # <input type="checkbox"/> Music Room	<input type="checkbox"/> A/V Technician <input type="checkbox"/> Stage Lighting/Sound System <input type="checkbox"/> Piano
_____	_____	_____	<input type="checkbox"/> Gym-Fieldhouse <input type="checkbox"/> Gym-AUX <input type="checkbox"/> Gym-Wrestling Bal	<input type="checkbox"/> Bleachers <input type="checkbox"/> Tables: # <input type="checkbox"/> Chairs: #
_____	_____	_____	<input type="checkbox"/> Baseball Field <input type="checkbox"/> Practice Area <input type="checkbox"/> Track	<input type="checkbox"/> Other
_____	_____	_____	<input type="checkbox"/> Other	

Attach additional page(s) if needed to list dates, space(s) and/or equipment/service(s) requested.

Custodial fees 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 Facility Rental Information, 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 Facility Rental Information document, and agree to adhere to all requirements therein.

Signature of Renter _____ Date: _____

This rental application is: Approved Denied

Approved by _____ Date: _____