



SCHOOL CITY OF EAST CHICAGO

FACILITY USE & RENTAL FORM

RENTAL PROCEDURE:

Please be aware that there is a definite procedure that must be adhered to:

1. Prior to sending a letter regarding a rental or waiver of rental of a facility, you must have approval from the respective principal. A simple procedure is to have the Principal sign your letter of request giving his/her approval. The letter should then be forwarded to the Office of the Treasurer.
2. In your letter you must have the starting date, the days and dates requested, the time of usage, and the ending date of the program, as well as the purpose of use. **EXAMPLE:** The Boy's Club will use McKinley Gym on Tuesdays from 6:00-9:00 p.m. starting January 5 through June 8, 2007 for youth basketball practice.
3. **TWO WEEKS PRIOR TO YOUR REQUESTED ACTIVITY YOU MUST PRESENT TO THE BUILDING PRINCIPAL:**
 - a. A money order or certified check covering the fee made payable to the named school building, and
 - b. The liability insurance policy in the amount of \$1,000,000.00 naming the School City of East Chicago as additional insured on the Certificate of Insurance. The liability insurance policy will specify that date or dates of coverage.
4. **You must provide security for this program.**
5. Depend upon days selected you may be;
 - a. Responsible for maintenance fees as our maintenance department is a union and any work on non-school hours is rated at time and a half, and
 - b. Responsible for any other service fees that may be necessary, such as cafeteria use, audio/visual personnel, etc.
6. Please submit your request one month prior to your anticipated usage.

If you have any questions, please contact the Treasurer's office at 391-4100 ext. 2334.

RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES IN THE SCHOOL CITY OF EAST CHICAGO, INDIANA

Adopted by the Board of Education on October 12, 1944 with revisions on March 20, 1950, April 19, 1956, March 11, 1959, April 7, 1970, June 1, 1985 and December 4, 2001, December 11, 2006.

It shall be the policy of the school authorities to encourage the proper use of school property by organizations and individual of the community under the following regulations.

1. The time or nature of such use shall not interfere with the scheduled school activities.
2. School facilities shall not be rented to individuals or organizations for non benevolent profit making through charged admission, sale of program advertising, or required donation. Under no circumstances shall school facilities be rented for repeated or multiple occasions for private profit or clubroom purposes.
3. Rates contemplate the use of facilities for not longer than four hours from the time stipulated in the contract for doors to be opened. All times over the four hours shall be prorated at the established hourly rate. This cost will cover expenses for the physical facilities which include but not limited to: Police officers, firemen, security, maintenance, custodial and food services workers.
4. The organization or individual using the building shall be responsible to the principal, or his representative as designated by him in writing for the care of school property and for the conduct of participants and spectators. The use of liquor, drugs, tobacco, profane or indecent language the staging of an un-American discussion, any vulgar act or movie and the practice of gambling in any form shall not be permitted on the school premises.
5. For the protection of the public, the School City, individual members of the Board of Education and/or employees, all renters of gymnasiums, auditoriums or school fields are to submit to the to the building principal within forty-eight hours after arrangement for the use of such facilities a public liability insurance certificate from a reliable and acceptable insurance company showing coverage in the amount of \$1,000,000 single limit liability policy effective for the days of the event and rehearsals.
6. Exceptions:
 - a. The principal without seeking the approval of the Administrative Office may grant the use of school rooms without charge to the Boy Scouts, Girl Scouts, Parent-Teacher Associations, employee groups or any organization regularly affiliated with and promoting the public schools for any event to which no admission is charged so long as all the rules and regulations are complied with. In scheduling, such events are to be arranged wherever possible on evenings when the buildings normally are open.
 - b. Any organization regularly affiliated with and promoting the public schools may have the use of the facilities rent-free when admission is charged, if the finances of the event are for the benefit of the school.
7. Collections:
 - a. Rental fee, in the form of a money order or certified check must be paid prior to the date of the activity.
 - b. Any individual or organization which has failed to meet all obligations growing out of previous rental is to be denied further renting privileges until settlement has been made in full.
 - c. In each case a written contract setting forth the date, the nature of the program, the rental charges and other conditions is to be entered into between the principal of the Building and the individual or organization renting. The person signing the rental contract must be a resident freeholder: and if representing an organization, that organization must be an established, recognized and generally accepted one in this city.
 - d. The Board of Education reserves the right to refuse privileges to any and all organizations.
8. The principal or his designated representative shall be in charge of school facilities whenever they are rented and he shall be paid by the Board of Education at the recreational adult rate.
9. Concessions will be operated by school personnel and proceeds will be retained by the school.

APPLICATION

For the use of Facilities of The School City of East Chicago

The undersigned herewith applies for the use of the

Facility desired: _____

Room(s): _____

Date of Event: _____

Hours doors to be opened _____ Hour, event begins _____ ends _____

Probable length of performance: _____

Rehearsal dates: Final _____ Hour _____

Other than final: Dates _____ Hour _____

AUDITORIUM RENTAL ONLY

Any items other than standard room equipment must be provided by the organization. Any equipment requiring additional power must be approved by an electrician from the School City Facilities Department.

The undersigned agrees to comply in full with the rules and regulations attached to this application. And he further agrees to pay two (2) weeks prior to the date of the event the sum indicated for such rental which in this case is \$_____.

Date: _____

Organization: _____

Represented by: _____

Phone: _____

Street Address: _____

ACCEPTANCE Of Application and Receipt of Rental Fee

The above dates and hours are herewith approved under the conditions as set forth attached to this application.

The liability insurance policy in the amount of \$1,000,000.00 naming the School City of East Chicago as additional insured on the Certificate of Insurance. The liability insurance policy will specify that date or dates of coverage.

The certificate of public liability insurance No. _____ With _____, Company is herewith recorded as listing the School City of East Chicago as additional insured endorser.

And the fee for the use of these facilities in the amount of _____ is herewith acknowledged.

Dated: _____

Signed by: _____, Principal

Representing: _____ School

RECEIPT

I herewith acknowledge receipt of _____ dollars and 00/100 from _____ in payment of rental as set forth on application.

Dated: _____

Signed by: _____

Representing: _____

RENTAL RATES FOR VARIOUS FACILITIES*

RENTAL FEES FOR SCHOOL CITY OF EAST CHICAGO FACILITIES*

WAIVER OF RENTAL FLAT FEE ANY DAY OF THE WEEK**

CHS Gymnasium	\$1,000.00	\$1,900.00	\$600.00	\$800.00
CHS Auditorium ^{##}	\$1,500.00	\$1,900.00	\$500.00	\$700.00
CHS Cafeteria ^{##}	\$900.00	\$1,200.00	\$450.00	\$600.00
CHS Cafeteria w/kitchen ^{**}	\$1,200.00	\$1,500.00	\$450.00	\$750.00
CHS Teachers Dining Room ^{##}	\$400.00	\$600.00	\$200.00	\$300.00
CHS Teachers Dining Room w/kitchen ^{**}	\$600.00	\$800.00	\$300.00	\$400.00
CHS Regular Classroom	\$100.00	\$250.00	\$500.00	\$125.00
CHS Larger Classroom (Library, Band, & Choir Rooms)	\$150.00	\$350.00	\$175.00	\$175.00
Soccer Field (Between Field & Block)	\$500.00	\$1,600.00	\$350.00	\$800.00
Swimming Pool	\$500.00	\$1,600.00	\$350.00	\$800.00
CHS Football Field	\$500.00	\$1,600.00	\$350.00	\$800.00
CHS Football Field w/showers	\$900.00	\$1,800.00	\$450.00	\$900.00
CHS Football Field (Night)	\$900.00	\$1,800.00	\$450.00	\$900.00
CHS Football Field w/showers (Night)	\$900.00	\$1,800.00	\$450.00	\$900.00
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Jr. High Gymnasium	\$800.00	\$1,000.00	\$250.00	\$500.00
Jr. High Cafeteria ^{##}	\$500.00	\$700.00	\$250.00	\$350.00
Jr. High Cafeteria w/kitchen ^{**}	\$700.00	\$900.00	\$250.00	\$450.00
Jr. High Classroom	\$200.00	\$300.00	\$100.00	\$150.00
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Elementary Gym	\$600.00	\$800.00	\$250.00	\$400.00
Elementary Auditorium ^{##}	\$500.00	\$700.00	\$250.00	\$350.00
Elementary Classroom	\$200.00	\$300.00	\$100.00	\$150.00
Elementary Cafeteria ^{**}	\$400.00	\$600.00	\$200.00	\$300.00
Elementary Cafeteria w/kitchen ^{**}	\$600.00	\$800.00	\$300.00	\$400.00

Outdoor sports such as soccer and baseball cannot be played in gymnasiums.

**Note: When rental costs requiring school personnel, equipment, etc exceed rental fees, renter will be responsible for additional costs.*

***Waiver of rental flat fee does not include costs for overtime, supervision, special equipment, etc*

Note: Weekly Rental

If rental requires a weekly usage of facilities, the following fees will be additional.

A. Evening Sessions:

\$100.00 per week 1 day per week
 \$200.00 per week 2 days per week
 \$300.00 per week 3 days per week

B. Sat/Sun, Holidays:

\$200.00 per week 1 day per week
 \$300.00 per week 2 days per week
 \$400.00 per week 3 days per week

That the Director of Food Services assigns the cafeteria supervisor or other qualified employee designated by the cafeteria supervisor to oversee the use of kitchen facilities by outside groups.

That the cafeteria supervisor, when assigned, be paid the prevailing hourly rate for such services after the established general seven-hour school day

That any rental requiring additional help (not including the one building representative and one kitchen helper considered in determining the base rental schedule) must include for each kitchen helper beyond the first no less than the prevailing rate for four hours service after regular school hours in the cafeteria, even though the services are needed for less than four hours. Any additional time over four hours shall be at the prevailing rate per hour.

That the principal or his/her designee collect the additional charge for kitchen services from the renter and will make out a check for amount due to the employer rendering services.

That PTA's employee groups, or any other organizations regularly affiliated with or promoting the public schools, even though the use of the rooms may be granted without charge, shall pay the proper amount for services whenever the cafeteria-kitchen facilities are required.

RENTAL RATES FOR REHEARSALS:

In the case of School City of East Chicago auditorium, gymnasium, football field(s), soccer field, or track, when rehearsal(s) are desired, there will be a \$150.00 rental fee. A rental fee of \$100.00 will be charged for all other rehearsals. Waiver of rentals will require the same rehearsal fee.

* Kitchens may be used only when staffed or supervised by cafeteria personnel. Additional help, if needed, is to be provided at additional cost to the renter.

That a qualified school employee is to be assigned to supervise the use of such facilities by outside groups.

That the assigned person inspect the condition of building and equipment immediately after use and make a report of any damage to the principal on the following school day.

That trained personnel (teacher, building service employee, or pupil) only operate the switchboard, public address system and other stage effects if such operations be done by a pupil from stage crew, the agency renting the facilities should pay said pupil at the minimum rate for pupil help.

That arrangements for use of such expensive equipment as the grand piano and organ be made by special request and assurance given that qualified persons only will use such equipment.

That the liability for any damage to said facilities be accepted in writing in advance by the renter, in addition to the public liability insurance required

That the Board of Education examines carefully whatever insurance is carried on said facilities to ascertain what exigencies are covered therein.