



FACILITY USAGE INFORMATION

DUPAGE COUNTY, ILLINOIS

INTRODUCTION

This manual has been prepared to describe the authority and provisions for use of school facilities in Lisle Community Unit School District No. 202. Through the policies of the Board of Education, the facilities are made available for community use. Those policies are included in this manual, and all usage of the facilities shall conform to the requirements cited herein. The Board of Education from time to time may alter the policies.

FACILITY USAGE PROCEDURES

1. Individuals or groups requesting use of District 202 facilities shall complete the Application and Permit for Use of School Properties attachment.
2. Applications are available at each building or at the Central Office. Approval by the building principal is required for all applications.
3. Upon approval of the building principal, the application will be forwarded to the Central Office to determine charges, if any, for the use of the facility including custodial costs and rental fees.
4. Estimated charges must be PAID IN ADVANCE of use unless otherwise approved by the Director of Finance. Renters will be invoiced upon approval of the application. Payment is required upon receipt of the invoice. Additional charges, if any, will be invoiced after use of facilities. Overcharges, if any, will be refunded after use of facilities.
5. Charges for use of facilities will be calculated based upon the Classification and Rental Rates Schedule for Facility Usage.
6. School functions or Home and School Organization functions take precedence over any other use of facilities. Lisle Park District activities are the next priority. Organizations whose membership is comprised in whole or major portion of District 202 residents will be given preference over organizations from other communities.

7. Applications for use of facilities must be received at least one week in advance of the anticipated use. Cancellations must be made at least 24 hours before time of usage or charges will be made to the user for expenses incurred by the District.
8. The individual who signs the application and the organization using the facilities shall assume responsibility for any liability or expenses which may be imposed upon the Board of Education for bodily injury, property damage, disease, or death arising out of the use of the facility by the individual or organization. It shall be the responsibility of the individual who signs the application and the organization using the facility to compensate the District for any damage to property or loss incurred resulting from the use of the facility. At the request of the Director of Finance, a certificate of insurance naming the District as an additional insured may be required of the individual or organization requesting use of the facility.
9. Alcoholic beverages shall not be permitted on school property at any time. Use of tobacco products on school property is prohibited.
10. School equipment with the exception of basic furnishings, is not usually available for use by individuals or organizations requesting use of facilities. Furnishings should not be removed from their location unless authorized by the building principal.
11. Use of school buildings is limited to only the time during regular working hours of custodians of the building to be used. At other times, additional charges are required to offset custodial costs. A custodian must be on duty at any time when a meeting or function is being held in a building, and the custodian shall have the authority to enforce regulations set forth by the Board of Education.
12. School buildings are not generally available for meetings, programs, or other functions on holidays or during school vacation periods.
13. The individual who signs the application will be considered the responsible person in charge of the use of the facility, and should be present at the time the facility is being used. For all functions involving minors, sufficient adult supervision must be provided which meets the approval of the building principal.
14. The Board of Education reserves the right to make exceptions or changes regarding the use of the school facilities in District 202.

CLASSIFICATIONS AND RENTAL SCHEDULE FOR ACTIVITIES

ORGANIZATION CLASSIFICATIONS

Class A

1. District 202 school-sponsored activities for students and/or professional employees.
2. Activities sponsored by the Home and School Organization or other groups directly relating to the District's educational program.
3. Lisle Park District activities.
4. Scout groups whose membership is mainly within the confines of District 202 boundaries for general meeting purposes only.
5. Boys and girls baseball/softball league registration and organization.
6. Approved activities of parochial students.

Class B

1. Civic groups for meeting purposes only.
2. Religious groups within the confines of District 202 boundaries.
3. Scout group activities for fundraising programs or athletic events.
4. Community youth activities.

Class C

1. All other responsible organizations.
2. Fundraising projects sponsored by local organizations.

Class D

1. Activities that are difficult to classify shall be presented to the Board of Education for consideration and action.

FACILITY USAGE RATES

SCHOOL YEAR 2023-2024

Rental rates are based upon the minimum of three hours of use. Additional use beyond three hours will be billed at 1/3 the listed rate per hour.

Classroom

Class A	No Charge
Class B	\$75
Class C	\$100

Instructional Media Center

Class A	No Charge
Class B	\$115
Class C	\$145

Elementary/Jr. High/Sr. High Gym

Class A	No Charge
Class B	\$115
Class C	\$145

Auditorium

Class A	No Charge
Class B - \$150.00 Deposit	\$185
Class C - \$250.00 Deposit	\$350

Elementary/Jr. High/Sr. High Commons

Class A	No Charge
Class B	\$145
Class C	\$215

SPECIAL CHARGES

Set up/take down of folding chairs	\$60
Removal of tables and chairs from commons	\$60
Custodial overtime (per hour)	\$60
Special audio/visual technician (per hour)	\$75
Kitchen rental - requires school cook on duty	\$140

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTIES

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202
5211 CENTER AVENUE, LISLE, IL 60532

Complete Application and Return to Building Principal

In accordance with regulations governing the use of school properties,
I, or we _____ hereby make this application for the use of
the following school properties of Lisle Community Unit School District 202.

1. Specific description of property to be used indicating area and name of school:

2. Date or dates desired: (Be specific) _____
3. Hours on above dates to be used: From: _____ To: _____
4. Purpose for which property is to be used: _____
5. Approximate number participating: _____
6. Will there be an admission charge? _____ Request Donation? _____
Free will offering? _____ If so, what is the charge per person? _____
7. Special arrangements (Be specific) _____

It is further understood and agreed that the Board of Education of Lisle Community Unit School District 202 shall be indemnified and saved harmless by the person, firm or corporation using said facilities from any and all claims of every character or nature arising out of or resulting from the use of said facilities.

Name _____ Title _____
Address _____ Telephone/Cell Number: _____
Second Contact Person _____ Telephone/Cell Number: _____

Signature of Person over 21 of age who agrees to be responsible:
_____ Date: _____

Building Principal Approval: _____ Date: _____

(For District Office Use Only)
Approval of Application Permit to Use School Properties

There is no conflict with school activities in use of the above date; therefore, this application is approved. The fee for the above-described properties shall be as follows:

Room Rental:-----	\$ _____
Custodial Overtime (if any)-----	\$ _____
Other:-----	\$ _____
Total Charges:-----	\$ _____

Due and payable to: Lisle Community Unit School District 202 promptly after invoice is received.

It is understood that the organization or group granted the use of the building facilities shall abide by the regulations stipulated in the "Facility Usage Information".

The Board of Education reserves the right to set up further stipulations and to postpone or cancel the above use of the school facilities, if in its judgment; such action is considered necessary for the best interest of the District.

Board of Education, Lisle Community Unit School District 202

Date: _____
Director of Finance

IMPORTANT REMINDER: A Certificate of Insurance naming the District as additional insured will be required before the day of your event. Please refer to the Facility Usage Booklet for a sample certificate listing minimum coverage limits and additional insured language



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC INSURANCE BROKER 123 MAPLE STREET ANY TOWN, IL 60000	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____														
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : A:A Vii or Better Insurance Company A</td> <td></td> </tr> <tr> <td>INSURER B : A:A Vii or Better Insurance Company B</td> <td></td> </tr> <tr> <td>INSURER C : A:A VII or Better Insurance Company C</td> <td></td> </tr> <tr> <td>INSURER D : A:A Vii or Better Insurance Company D</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : A:A Vii or Better Insurance Company A		INSURER B : A:A Vii or Better Insurance Company B		INSURER C : A:A VII or Better Insurance Company C		INSURER D : A:A Vii or Better Insurance Company D		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B : A:A Vii or Better Insurance Company B															
INSURER C : A:A VII or Better Insurance Company C															
INSURER D : A:A Vii or Better Insurance Company D															
INSURER E :															
INSURER F :															
INSURED Your Business Name															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y			07/01/16	07/01/17	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 <input type="checkbox"/> MED EXP (Any one person) \$ 5,000 <input type="checkbox"/> PERSONAL & ADV INJURY \$ 1,000,000 <input type="checkbox"/> GENERAL AGGREGATE \$ 2,000,000 <input type="checkbox"/> PRODUCTS - COMP/OP AGG \$ 2,000,000 <input type="checkbox"/> \$						
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y			07/01/16	07/01/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> BODILY INJURY (Per person) \$ <input type="checkbox"/> BODILY INJURY (Per accident) \$ <input type="checkbox"/> PROPERTY DAMAGE (Per accident) \$ <input type="checkbox"/> \$						
C	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$	Y			07/01/16	07/01/17	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> AGGREGATE \$ 1,000,000 <input type="checkbox"/> \$						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		07/01/16	07/01/17	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	<input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE \$ 500,000 <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT \$ 500,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

LISLE SCHOOL DISTRICT 202 AND ITS BOARD OF EDUCATION, OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS ARE INCLUDED AS ADDITIONAL INSUREDS.

CERTIFICATE HOLDER**CANCELLATION**

LISLE COMMUNITY UNIT SCHOOL DIST. 202 5211 CENTER AVENUE LISLE, IL 60532	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE