

McLean County Unit District No. 5
REGULATIONS FOR USE OF DISTRICT FACILITIES

1. District buildings, facilities and grounds, including classrooms and gymnasiums, kitchens, cafeterias, auditoriums, swimming pools, playgrounds, recreational space and athletic fields, may be used by the public in accordance with the policies of the Board of Education at times when such properties are not being used for district or district-related programs provided an Application and Agreement Granting Use of District Facilities is submitted to the office of the principal of the school to be used and approval is granted.

The Board of Education has established the following priorities for use:

- First: Community Unit 5 use, including supporting parent groups;
- Second: Intergovernmental use which may be pursuant to separately negotiated use agreements;
- Third: General public and community use;
- Fourth: Not-for-profit use;
- Fifth: Commercial use.

It is also the Board's policy to discourage users who use school facilities in a frequent, intensive, regular and recurring manner which deprives or diminishes opportunities for other "occasional users" to make use of school facilities. A goal is to make District facilities open to a wide variety of occasional users, not to make school facilities a principal venue for non-school activities. No Use of Facility Agreement shall exceed one school year in duration. Any agreement may be terminated at will by either party.

2. Violation of District policies and/or procedures shall constitute grounds for the revocation of the user's contract and/or refusal of permission to use District facilities in the future. District buildings, facilities and grounds are smoke free. There will be no exceptions to this rule. Smoking is not allowed.
3. The name of the District schools shall not be associated with any program or activity for which District properties are used without specific approval in writing from the Superintendent of Schools.
4. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all state, municipal and school district regulations governing are followed. There must be adequate adult supervision for all usage. All children's groups must be supervised by an adult over 21 years of age during all the time they are in the buildings, on the grounds, or using District facilities.
5. Use of District properties shall not be permitted if such use in any way is inconsistent with the educational purpose of the District. Only those activities of high moral and ethical character may be carried on in the District buildings or District grounds or involving District facilities.
6. A regular school custodian or supervisor may be required, as determined by the principal of the facility, to be present and in authority over the District properties while such properties are being used for other than school purposes, and it shall be their duty to see that the regulations governing the use of District properties are observed. A regular school custodian shall be required for non-District use of pools and one District approved lifeguard/20 swimmers in the pool at any one time shall be required for non District use of pools or locker room facilities, and a District cafeteria employee shall be required for non-District use of kitchen facilities.

7. Sub-leasing of facilities shall not be permitted.
8. User is not to use or operate any District school facility equipment, other than that stipulated in the contract. Educational equipment shall not be rented or loaned to individuals or organizations.
9. The District assumes no responsibility for loss of, or damage to, personal property.
10. The user shall, in writing, agree to indemnify and hold the District, its officers, agents and employees harmless from all damages (including attorneys fees and costs) arising, in whole or in part, out of or resulting from the use of the facilities, regardless of any negligent acts or omissions by the District.

Waiver/Release and/or Hold Harmless and Indemnification Agreements may be required by the District from "end users". If they are required, they shall be provided by the entity renting the facilities on forms provided by the District.

Liability insurance, including Unit 5, its officers, agents and employees as an additional named insured in policy amounts of not less than \$1,000,000.00 per person/occurrence and \$100,000.00 property damage shall be provided by the user for use of pools, gymnasiums and/or athletic fields.

11. The users must confine their activities to the area or areas specified in the contract.
12. Rented District facilities shall be opened not more than 30 minutes before and closed not more than 30 minutes after scheduled events. Groups must be out of the building by 10:30 p.m. unless specific approval is obtained in writing from the principal of the facility.
13. Payments of fees as stated in the agreement shall be made payable to McLean County Unit District No. 5 and sent to the attention of the principal of the facility being used.
14. The organization applying for the facility assumes all responsibilities and pays all services other than those furnished by the District.
15. Notification of cancellation must be submitted to the office of the principal of the facility at least twenty-four (24) hours before scheduled time of use or full fee will be charged.
16. The Superintendent has authority to modify these regulations and fees to accommodate special circumstances or events.
17. Use of the facilities on holidays is not allowed, with the exception of Labor Day, or any Sundays, except Baccalaureate without approval of the Board of Education.
18. All summer use must be scheduled before the school term is over.
19. Clean up of the outside facilities used is the responsibility of the user group.

McLean County Unit District No. 5
SCHEDULE OF FACILITY FEES

Facility / Equipment / Labor	Partial Cost Per Hour	Full Cost Per Hour
<u>Classroom</u> Regular classroom Extra large room or study hall	\$11.40 \$14.60	\$22.79 \$29.20
<u>Gymnasium</u> Elementary Junior High (except Neuman Gym)/High School Small Gyms High School Large Gyms/Neuman Gym	\$22.00 \$55.00 \$60.00	\$44.00 \$110.00 \$120.00
<u>Swimming Pool</u>	\$48.00	\$96.00
<u>Scoreboard</u>	\$12.75	\$25.00
<u>PA System</u>	\$12.00	\$24.00
<u>Kitchen and Cafeteria</u> Elementary Junior High High School	\$29.00 \$47.00 \$55.00	\$58.00 \$94.00 \$110.00
<u>Auditorium</u>	\$60.00	\$120.00
<u>Outdoor Facilities</u> Football (Except High School) Baseball (Except High School) Softball (Except High School) Soccer (Except High School) Tennis Track	\$23.00 \$23.00 \$23.00 \$23.00 \$23.00 \$23.00	\$46.00 \$46.00 \$46.00 \$46.00 \$46.00 \$46.00
<u>Employee Labor Fee</u> Weekday Non-Holiday Sundays and Holidays	Partial Increment of Full hour Applied	\$20.50 \$30.75 \$41.00
<ul style="list-style-type: none"> • There will be a two hour minimum fee for all use, in addition to applicable custodial or supervisory charges. • Air conditioning on non-school days will be additional. 		

**BENJAMIN ELEMENTARY SCHOOL
 APPLICATION AND AGREEMENT GRANTING USE OF DISTRICT FACILITIES
 McLean County Unit District No. 5 – 1809 W. Hovey Ave, Normal IL 61761-4339**

INSTRUCTIONS: This form must be completed and filed at the facility for use at least five (5) days in advance of intended use of facilities. Regulations and fees for use of such facilities are printed on a separate sheet.	Application made by: _____ Adult providing supervision: _____ Person to contact: _____ Address: _____ Phone #: _____ Email Address: _____
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NO FACILITY USE BEFORE SEPTEMBER 15, 2014

Circle Area Requested: GYM CAFETERIA/MULTI PURPOSE ROOM

Purpose for which facilities are to be used:

Date(s) and time(s) facilities are to be used, including set-up and tear-down, etc:

Circle day of the week preferred: M T W TH F

Beginning Date: _____ Ending Date: _____

Time (circle time preferred):

GYM (1/2)	5:30 – 6:30	6:30 – 7:30	7:30 – 8:30
CAFETERIA	5:30 – 6:30	6:30 – 7:30	7:30 – 8:30

I, the undersigned, agree to pay McLean County Unit District No. 5 any and all charges that may be applicable for use of said facilities and to abide by all rules and regulations pertaining to use of school facilities. I understand that actual charges may exceed estimated charges for said facilities, and I agree to pay actual charges within 30 days of billing.

I further understand and state that McLean County Unit District No. 5, its Board of Education and individual members thereof, and its employees shall be indemnified and held harmless by the person, firm or corporation making this application and using said facilities from any and all damages (including attorneys' fees and costs) arising, in whole or in part, out of or resulting, in whole or in part, from the use of the facilities, regardless of any negligent acts or omissions by McLean County Unit District No. 5.

Signature of Responsible Party: _____ Date: _____

**McLean County Unit District No. 5
PERMIT FOR USE OF SCHOOL FACILITIES**

(OFFICE USE ONLY)

	Yes	No	Date
Use conflicts with school activities:			

	Approved With Charges	Approved With No Charges	Not Approved
Use conflicts with school activities:			

Signature of Principal: _____ **Date:** _____

Description of Charges	Estimated Charge	Actual Charge
Established/Set Charge		
Custodian Fee		
Extra Charge		
TOTAL CHARGES		
Deposit Required		
BALANCE/REFUND DUE		
<ul style="list-style-type: none"> • <i>Make check payable to: McLean County Unit District No. 5</i> 		