

Minooka Community Consolidated School District 201
Business Office
305 W. Church Street, Minooka, IL 60447

Application to Use School Grounds, Building, and/or Facilities

1. Name of Organization _____
2. Purpose for which facilities are to be used _____
3. Name of Person in charge and responsible to the Board of Education: Email _____
Name _____ Telephone _____
Address _____
Street _____ City _____ Zip Code _____
4. Date(s) being requested _____
5. Time(s) desired: From _____ To _____ Probable attendance _____
6. Building and area(s) requested: (Please list school name and specific areas desired, i.e. Elementary School Gym, or Junior High School Commons area.) _____
7. Special needs and/or arrangements of furniture and equipment: _____

8. Special help needed from school staff. Examples: cafeteria help, operator of movie projector, custodians _____

Applicant must fill out fees portion as well.

Rental Fee	\$ _____
Custodial (1 Required)	\$ _____
Food Service	\$ _____
Other	\$ _____
TOTAL	\$ _____

For Office Use Only

Proof of insurance

Paid in full

Check # _____ Amount _____

Proof of insurance must be presented and all fees need to be paid in full prior to using the facilities. Checks should be made payable to Minooka Community School District #201 and forwarded to the Business Office at 305 W. Church Street, P.O. Box 467, Minooka, IL 60447 PRIOR to the event. The Director of Finance and Operations must approve all Facility Use requests and payment must be made prior to approval.

AGREEMENT: I hereby assume personal responsibility for the observance of the Board regulations by the organization or group on whose behalf I sign this agreement. I agree to hold the Minooka Community Consolidated School District #201 harmless and agree to assume responsibility for all liability arising from the incident.

Signature of Applicant _____ Date _____

APPROVED DENIED APPROVED DENIED

Principal: _____ Director: _____

Minooka Community Consolidated School District 201
Board Regulations For Use Of Facilities

The Minooka Community Consolidated School District #201 Board of Education supports and encourages community use of the District's facilities. However, the education of Minooka 201 students is the prime consideration in reviewing requests for the use of the facilities by other groups. Facilities will be made available to groups, when the use does not conflict with the needs of the school. The facilities will be made available to the public under conditions consistent with Illinois School Code and the policies of the Board of Education. Completed applications are to be submitted to the Principal of the building. The Principal will submit approved forms to the Director of Finance & Operations. The Director of Finance & Operations will approve or deny the application forms. Any denial may be appealed to the Board of Education.

The Director of Finance & Operations reserves the following rights to decide which fees will be applicable; to deny applications; and, to revoke prior approvals, in accordance with Board Policy.

THE FOLLOWING AREAS MAY BE RENTED (FEES ARE PER HOUR)

Kitchen	\$ 40.00	Track	\$ 60.00
Cafeteria	\$ 50.00	Gymnasium	\$ 50.00
Classrooms – Per Room	\$ 30.00	Band Room (Junior High)	\$ 50.00
Baseball Diamond	\$ 40.00	Music Room	\$ 30.00

PERSONNEL

The following school personnel may be utilized by your organization. Note: Labor charges are not included in the rental charges listed above. The wage rates listed below for personnel are per hour and are additions to the charges listed above for all times outside of normal custodial hours or where additional time must be utilized.

Custodian (hourly rate)	\$30.00*	Cook (hourly rate)	\$20.00**
-------------------------	----------	--------------------	-----------

*A District 201 custodian must be present at all times and fees shall be charged at the rate listed above.

**A District 201 cafeteria worker must be present if the kitchen is to be used.

FEES

Facility Use fees shall be paid in advance, unless arrangements have been made with the Superintendent's Office.

PROOF OF INSURANCE

The organization or individual using school district facilities is required to furnish Minooka 201 with an Owners, Landlords & Tenants Liability Insurance Policy for the entire term of the use of the facilities. The insurance policy limits must be at least \$250,000/\$500,000 Bodily Injury and \$250,000 property damage. In addition, the policy must include Minooka Community Consolidated School District #201 as an additional named insured. This policy must be on file in the Business Office prior to the commencement of the use of the facilities.

ALCOHOL AND DRUGS

Positively no alcoholic drinks, narcotics, controlled substances (including all tobacco products), or illegal drugs are allowed on school property.

SUPERVISION

Supervision is the responsibility of the organization or group using the facilities. Care should be taken to make sure that all areas being used are properly supervised. In the event that property is damaged while your group is using the facilities, you will be billed for the repair of such damage.

CLEAN-UP

Cleanup is the responsibility of the organization or group using the facilities. School personnel will provide equipment, supplies, and direction as needed. Care should be taken to remove any organization or personal items from the building, to properly dispose of waste material, and to leave facilities, furniture, and equipment in their original location and condition. Custodial personnel will secure the building at the conclusion of the activity.

In the event that your group does not satisfactorily clean the facilities, school personnel will do it. However, you will be billed the appropriate per hour charge.

SCHOOL EQUIPMENT

Special equipment needs must be arranged for in advance. Any damage to equipment used will be billed to the organization.

GAMES OF CHANCE

No games of chance are to be played on school grounds.

GYMNASIUM

Organization agrees to use shoes that will not mark the floors. You are expected to bring a change of shoes to be worn while in the gym.