

## **Grant Community High School District 124 Facility Usage & Acceptance of Terms**

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You have requested the use of a Grant Community High School District 124 facility. The following information outlines the requirement for using school facilities. Please read this information carefully. The following must be submitted to the District along with the Facility Usage Application & Acceptance of Terms form:

- Certificate of Insurance, and/or copies of policies upon request
- Proof of Tax-Exempt Status, if applicable
- Certificate of Good Standing, upon request

The School District reserves the right to approve/disapprove a facility usage request.

### **PHILOSOPHY**

The Board of Education of Grant Community High School District 124 wishes to make school facilities available to the community. School facilities may be used at times which will not interfere with District 124 programs or high school sponsored activities. All community groups requesting to use district facilities must obtain and forward to the district a certificate of liability insurance for a minimum amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. The certificate must name Grant Community High School District 124 as an additional insured on a primary basis.

The use of school facilities involves certain costs which the Board of Education feels should not be paid for out of regular school funds. In keeping with sound financial practices and with fairness to the entire school district, facility usage fees and labor charges are assessed to the various organizations using school facilities. Facility usage charges will be assessed according to the classification and facility being rented.

District 124 will determine the minimum custodial services and technical support necessary for the scheduled activity and the facilities to be used. If special requests are made for altering the normal set-up of a specific area or for the use of special equipment, additional custodial charges may be necessary to cover these expenses. School equipment is to be used only by school personnel or by those under their immediate supervision.

The use of the synthetic turf field requires special approval and completion of a separate facility usage agreement. The cost and details of the facility usage will be determined on a case-by-case basis working with the Principal/Assistant Principal, Athletic Director, Director of Buildings and Grounds, and Business Manager.

### **USE PROCEDURES**

Requests for unreserved facilities are approved on a first-come, first-served basis. All reservations are subject to cancellation if District 124 organizations require the use of the facility.

No public facility usages will be scheduled for any school year until the school calendar and activity calendar have been completed. All dates will be subject to change by the Superintendent/Designee and the Board of Education.

The Facility Usage Application & Acceptance of Terms form must be signed by an adult (over the age of 21) who assumes personal responsibility for the group. A one hundred dollar (\$100.00) deposit is required for all facility use requests at the time the request is being made. This amount will be applied towards the bill for the facility use, and all users shall receive a bill after their event. Users must remit assessed charges within forty-five (45) days of billing.

Cancellation of the facility usage must be made seventy-two (72) hours prior to the event start time. Cancellation made less than seventy-two (72) hours prior, may be subject to forfeit of the facility usage deposit.

***Violation of any District rules, policies, or procedures could result in loss of the privilege of future use of facilities.***

### **APPLYING PARTY'S RESPONSIBILITIES**

It will be the responsibility of the applying party to make arrangements with the school for all facility usage and to follow the conditions that are listed herein. Failure of these responsibilities could result in the cancellation of future contractual agreements. Please remember to leave all areas used in the same manner in which they were found.

#### **1. Insurance/Liability Requirements**

- a. Liability insurance is required of the sponsoring organization listing coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. The certificate of insurance submitted must name ***Grant Community High School District 124 Board of Education, its Board Members and Employees*** as additional insured on a primary basis.
- b. All groups using the building facilities shall be responsible for any and all damages created during their use of the facility as documented by a District official.
- c. No school official, employee, or agent of its Board of Education or any member, employee, or agent thereof shall be held responsible for damages to property or other loss of material brought into the school buildings nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of, or any way connected with, the subject activity.
- d. The school district shall not be responsible for properties left on the premises during or after the scheduled activity. It shall be the responsibility of the renting party to remove all such materials from the building when the facility usage occurs, unless prior permission has been granted by the school or its official.
- e. The Board of Education will not be liable for any cancellation of scheduled programs arising through failure of heating plant, electrical service, other building equipment, or acts of God.
- f. Regular school activities shall have priority for space utilization if dates conflict with outside groups.
- g. The sponsoring organization releases Grant Community High School District 124 from any and all liability connected with the use of the facilities.

2. Alcohol and Narcotics: State and Federal statutes prohibit the possession or consumption of alcoholic beverages and/or any other illegal substance at all times on school grounds.
3. Smoking: Federal law prohibits smoking anywhere on school grounds and inside school buildings at any time. Sponsors of events will be expected to uphold this law.
4. Other Illegal Activities: Any activity that is prohibited by State and Federal statutes, including possession or use of weapons or gambling is prohibited on school grounds.
5. Safety/Medical Emergencies: All renters must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is utilized. It is recommended that renter's provide an AED and trained person to operate it for all outdoor athletic facility usages. Also, it is critical that the district have an emergency cell phone contact of someone who will be at the event during the facility usage. The district will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.
6. Security
  - a. Due to the nature of some functions, it may be necessary to require a statement from the local police stating that no ordinances are being violated. In some cases, local police officers may also be required to be in attendance.
  - b. Sponsoring organizations will provide sufficient adult supervision at all times. Adequate amount of supervision will be agreed upon at the time of the facility usage contract being issued. This agreement will be determined by the school and the renting organization.
  - c. Applicants shall supply any special supervision that is required and needed in regard to police protection, parking supervision, etc., if determined by the school and/or its official at the time of the facility usage contract.
7. Parking: Event staff and patrons must park in designated parking spaces only.
8. Concessions
  - a. Grant Community High School Booster Club must be contacted first for concession availability. If they cannot accommodate the dates of facility usage, only then may the group renting the facilities sell their own refreshments.
  - b. If refreshments are to be served or sold, they must be contained to the Commons.
  - c. Utilization of cafeteria equipment requires the operation of equipment by a District 124 employee whose wages shall be reimbursed to the District.

9. Decorations/Displays

- a. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls. Use of material on the floors and other parts of the building is prohibited without specific approval of the school and its designated official.
- b. Decorations or special effects shall be taken down and removed from the building by the organization using the building facilities. Normal clean-up and maintenance shall be done by the school employees.
- c. Decorations shall be of fire proof nature and shall be erected in a manner that will not disturb or destroy school property. All fire and safety regulations shall be followed at all times. Special decorations must meet the approval of the school or its official.

10. Other conditions

- a. In all advertising for such events, the school's name should only be used as the designated facility where the event is being held. In no way shall the school be listed as sponsoring the event.
- b. No street shoes are to be used on the gym floor if athletic events are taking place.
- c. Permission to use additional electrical appliances or special equipment must have prior approval by the school or its official.
- d. Any damages must be reported to the custodial staff on duty immediately.

11. District Rights

- a. The Grant Community High School District 124 Board of Education reserves the right to require references, make exceptions, grant or deny any application for the use of school property and the right to revoke for reasonable cause and without prior notice, any permission previously granted to any renting party.
- b. The Grant Community High School District 124 Board of Education or its representatives must have free access to all areas in the building at all times.
- c. School officials have the authority to expel any individual or group that fails to comply with District 124 regulations, including any person or persons engaging in disruptive, belligerent, or threatening conduct. District 124 will not be held liable for any damages by the applicant through exercising this right.
- d. The Grant Community High School District 124 Board of Education reserves the right to require additional conditions due to the particular nature of the request for facilities.
- e. The Superintendent reserves the right to cancel any approved facility request in order to provide such facility for District 124 use.

## **FACILITY USAGE FEE SCHEDULE**

All organizations will pay usage fees according to their classification. The usage fees will be determined by the classification of the organization. In addition, personnel charges and equipment charges will be as follows:

- Class 1.5, 2 and 3 will only be charged personnel rates during times that personnel would not normally be working.
- Class 4 is charged personnel costs as well as facility usage costs at all times.
- Equipment/set up charges apply to all classes.

## **PERSONNEL REQUIREMENTS**

A Grant Community High School District 124 custodial staff member must be in the building during any activity.

- If the food service kitchen is being requested for facility usage, a food service staff member is required.
- If a computer lab is being requested for facility usage, a computer lab technician is required.
- If auditorium sound and lights are requested, a sound/lighting technician is required.

## **FACILITY USAGE CATEGORIES FOR USERS**

**CLASS 1**- All approved student, parent, and employee organizations of Grant Community High School District 124, alumni organizations, feeder athletic programs where 95% of the participants live within the school district boundaries and all taxing bodies within District 124 (including Village of Fox Lake, Grant Township, Fox Lake Fire Department, public schools, etc.).

**CLASS 1.5** - All Internal Revenue Code approved 501(c)(3-6) organizations where 95% of the participants live within the school district boundaries and whose purposes in some degree parallel those of the schools.

**CLASS 2** – Non-profit private schools within District 124 and their affiliated organizations, community groups within the District, such as Boy Scouts, Girl Scouts, youth athletic programs, etc., which are supported by voluntary contributions of the people whose purposes in some degree parallel those of the schools, and who do not charge admission. Other non-profit, charitable, religious, philanthropic, and civic organizations within District 124 where at least 51% of the participants live within the district boundaries.

**CLASS 3** - Non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal use groups outside the District.

**CLASS 4** - Groups within or outside the District for profit. Individual citizens for personal profit.

**NOTE: Class 1, 1.5, 2, and 3 organizations must have a tax-free status as defined by regulations of the federal and state governments.** A copy of their tax-exempt status must be provided along with their certificate of insurance. A certificate of Good Standing from the State of Illinois Department of Business Services may also be required for non-profit groups as additional proof of tax-exempt status.

**Facility Usage Fees – Effective 11/01/2017**

All fees are per hour

		Class 1	Class 1.5	Class 2	Class 3	Class 4
<b>PERFORMANCE/MEETING AREAS</b>						
Auditorium						
	Performances	NONE	NONE	\$ 50.00	\$ 100.00	\$ 150.00
	Sound System	NONE	NONE	\$ 25.00	\$ 50.00	\$ 100.00
	Lighting System	NONE	NONE	\$ 25.00	\$ 50.00	\$ 100.00
	Dressing Rooms	NONE	NONE	\$ 25.00	\$ 50.00	\$ 100.00
Auditorium						
	Rehearsals	NONE	NONE	\$ 50.00	\$ 100.00	\$ 150.00
Commons						
	Dining Area Only	NONE	NONE	\$ 25.00	\$ 30.00	\$ 40.00
	With Kitchen	NONE	NONE	\$ 35.00	\$ 40.00	\$ 50.00
Senior Commons						
	Dining Area Only	NONE	NONE	\$ 25.00	\$ 30.00	\$ 40.00
Instructional Areas	Lecture Hall and Classrooms	NONE	NONE	\$ 20.00	\$ 25.00	\$ 35.00
	Computer Labs	NONE	NONE	\$ 40.00	\$ 50.00	\$ 70.00
	Per space, per hour					
<b>ATHLETIC AREAS</b>						
Athletic Fields						
	Varsity Baseball	NONE	NONE	\$ 50.00	\$ 60.00	\$ 75.00
	Varsity Softball	NONE	NONE	\$ 50.00	\$ 60.00	\$ 75.00
	Practice Football/Softball	NONE	NONE	\$ 30.00	\$ 40.00	\$ 60.00
	Baseball Game Field - Molidor Road	NONE	NONE	\$ 50.00	\$ 60.00	\$ 75.00
	Baseball Practice Field - Molidor Road	NONE	NONE	\$ 20.00	\$ 30.00	\$ 50.00
	Softball Game Field - Molidor Road	NONE	NONE	\$ 50.00	\$ 60.00	\$ 75.00
	Softball Practice Field - Molidor Road	NONE	NONE	\$ 20.00	\$ 30.00	\$ 50.00
	Soccer Field 1 - Molidor Road	NONE	NONE	\$ 30.00	\$ 40.00	\$ 60.00
	Soccer Field 2 - Molidor Road	NONE	NONE	\$ 30.00	\$ 40.00	\$ 60.00
Field House						
	One Basketball Court	NONE	NONE	\$ 20.00	\$ 25.00	\$ 50.00
	Two Basketball Courts	NONE	NONE	\$ 40.00	\$ 50.00	\$ 100.00
	Three Basketball Courts	NONE	NONE	\$ 60.00	\$ 75.00	\$ 150.00
	Main Court (spanning all three courts)	NONE	NONE	\$ 60.00	\$ 75.00	\$ 150.00
	Dance Studio	NONE	NONE	\$ 20.00	\$ 25.00	\$ 50.00
	Locker Rooms	NONE	NONE	\$ 10.00	\$ 15.00	\$ 30.00
Large Gym (East)						
	One Basketball Court	NONE	NONE	\$ 15.00	\$ 20.00	\$ 40.00
	Two Basketball Courts	NONE	NONE	\$ 30.00	\$ 40.00	\$ 80.00
	Main Court/Whole Gym	NONE	NONE	\$ 30.00	\$ 40.00	\$ 80.00
	Locker Rooms (additional fee)	NONE	NONE	\$ 10.00	\$ 15.00	\$ 30.00
Small Gym (West)						
	Main Court/Whole Gym	NONE	NONE	\$ 20.00	\$ 25.00	\$ 50.00
	Including Locker Rooms	NONE	NONE	\$ 30.00	\$ 35.00	\$ 70.00
Weight Room		NONE	NONE	\$ 30.00	\$ 40.00	\$ 50.00
Wrestling Room		NONE	NONE	\$ 20.00	\$ 30.00	\$ 40.00

**Personnel Fees**

All fees are per hour

Sound/Lighting Technician	\$ 29.00
Stage Crew (per person/per hour)	\$ 11.00
Commons/Cafeteria	\$ 19.00
Computer Lab Technician	\$ 29.00
Security	\$ 32.00
Custodial	\$ 32.00

The following fees for equipment shall be in addition to the facilities and personnel charges and shall be paid by the renter. The fees include usage of the equipment as well as set up.

**Equipment/Preparation Fees**

All fees are flat, per rental fees, except field striping, which is a per field fee.

Tables & Chairs	\$ 40.00
Audio-Visual	\$ 20.00
Lectern	\$ 10.00
Piano	\$ 50.00
Scoreboard	\$ 25.00
Athletic Field Setup/Striping	\$ 40.00

**GRANT COMMUNITY HIGH SCHOOL DISTRICT 124  
APPLICATION FOR FACILITY USAGE & ACCEPTANCE OF TERMS**

Application Date: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

\_\_\_\_\_  
PERSON RESPONSIBLE FOR USE OF FACILITIES

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

Type of Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Is admission to be charged? \_\_\_\_\_

If yes, how much per person? \_\_\_\_\_

Estimated attendance at event? \_\_\_\_\_

**Date Facility Requested:**

(if multiple dates, please write MULTIPLE and fill out page 10): \_\_\_\_\_

**Times:**

To enter building \_\_\_\_\_ AM/PM (circle which applies) Event starts \_\_\_\_\_ AM/PM (circle which applies)

To leave building \_\_\_\_\_ AM/PM (circle which applies) Event ends \_\_\_\_\_ AM/PM (circle which applies)

Please place an "X" in the box next to the areas you wish to rent.

**PERFORMANCE/MEETING AREAS**

**ATHLETIC AREAS**

Auditorium	<input type="checkbox"/>
Performance	<input type="checkbox"/>
Rehearsal	<input type="checkbox"/>
Dressing Rooms	<input type="checkbox"/>
Lighting System	<input type="checkbox"/>
Sound System	<input type="checkbox"/>
Commons	<input type="checkbox"/>
Commons w/kitchen	<input type="checkbox"/>
Senior Commons	<input type="checkbox"/>
Lecture Hall	<input type="checkbox"/>
Classroom(s)	<input type="checkbox"/>
# _____	<input type="checkbox"/>
Computer Lab	<input type="checkbox"/>

Athletic Fields	
Varsity Baseball	<input type="checkbox"/>
Varsity Softball	<input type="checkbox"/>
Practice Soccer/Football	<input type="checkbox"/>
Molidor Road Fields	
Baseball Practice	<input type="checkbox"/>
Baseball Game	<input type="checkbox"/>
Softball Practice	<input type="checkbox"/>
Softball Game	<input type="checkbox"/>
Field House	
One basketball court	<input type="checkbox"/>
Two basketball courts	<input type="checkbox"/>
Three basketball courts	<input type="checkbox"/>
Main court (spanning all three courts)	<input type="checkbox"/>
Locker Rooms	<input type="checkbox"/>
Dance Studio	<input type="checkbox"/>
Large Gym (east)	
One basketball court	<input type="checkbox"/>
Two basketball courts	<input type="checkbox"/>
Main court/whole gym	<input type="checkbox"/>
Locker Rooms	<input type="checkbox"/>
Small Gym (west)	
Main court/whole gym	<input type="checkbox"/>
Locker Rooms	<input type="checkbox"/>
Weight Room	<input type="checkbox"/>
Wrestling Room	<input type="checkbox"/>





**FOR DISTRICT USE ONLY**

Application received on: \_\_\_\_\_ Application received by: \_\_\_\_\_

\_\_\_\_\_ Application completed fully.

\_\_\_\_\_ Deposit check (\$100) received and made out to Grant Community High School – Check # \_\_\_\_\_

\_\_\_\_\_ Proof of tax-exempt status received and attached.

\_\_\_\_\_ Certificate of liability insurance with Grant Community High School listed as additional insured received and attached.

Application Given to: \_\_\_\_\_ Date given: \_\_\_\_\_

If meeting is required with renter, date scheduled: \_\_\_\_\_

**APPROVALS**

School Principal/Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

District Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Buildings and Grounds: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Invoice mailed – Date mailed: \_\_\_\_\_ Total owed \$ \_\_\_\_\_ (less \$100.00 deposit)

\_\_\_\_\_ Final usage payment received. Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Damages incurred during facility usage. Invoice for damages sent on: \_\_\_\_\_

\_\_\_\_\_ Payment received for damages. Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_