



Terms & Conditions of Agreement Use of Building or Grounds - Sycamore CUSD #427

District Priority of Facility/Grounds Use and Rentals (Refer to Exhibit A for the fee schedule):

- Priority A – District Sponsored Activities & Local Governments
- Priority B – Sycamore Community Organizations
- Priority C – Non-Sycamore Community Organizations
- Priority D – For Profit Organizations

Facility/Grounds General Guidelines (Please read and agree by initialing at the bottom of the page):

- The use of school facilities for school purposes has precedence over all other uses. (Exhibit B)
- **Proof of general liability insurance is required, in the form of a Certificate of Insurance naming Sycamore CUSD #427 as an additional insured in the amount of \$1 million dollars, and must accompany this agreement.**
- Renters will be charged personnel fees if the event occurs outside the regular staffing schedule. Monday through Friday, elementary schools are scheduled until 8pm; Sycamore Middle School and Sycamore High School are scheduled until 11pm.
- The District has the right to increase staffing when more than one group rents the facility at the same time. This staffing may include, but is not limited to, custodial staff and/or security staff to manage the facility and or/ parking due to the volume of attendees. The cost of these staff members may be passed onto the renters.
- Events held during inclement weather which requires snow removal and/or salting may be charged at a rate of \$50/hour per staff member, with a minimum of two hours per time.
- A deposit may be required upon contract approval.
- The use and possession of intoxicating liquors and tobacco is prohibited on school premises and grounds.
- Only the area requested is available for use and **locker room facilities are not available for use.**
- No furniture or equipment may be moved without prior approval from the Building Administrator.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to any part of the district's property without prior approval.
- The requesting organization may cancel the contract (in writing) without penalty, if the rental is canceled more than 5 business days before the scheduled event. If the rental is canceled less than 5 days prior to the event, the organization will be charged.
- Payment is due to our business office **within 30 days** of being invoiced. Failure to do so may result in your ability to utilize future District facilities.
- Please contact the Business Office regarding fee assessment and invoicing questions at (815) 899-8100.

All non-District related groups must agree to:

- Use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
- The District will not supervise the activity nor will it supply individuals to act as emergency responders.

Renter's initials acknowledging compliance with the terms and conditions as listed above: _____