3401 Gunderson Ave., Berwyn, Illinois 60402
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Berwyn South School District 100
George Lambesis, Director of Buildings and Grounds

PROCEDURES – SCHOOL BOARD POLICY 8:30

CONTRACT FOR USE OF SCHOOL FACILITIES

SCHOOL YEAR: 2025-2026

Bldg./ Facility Request:		**Space Requested:**	
Purpose:	**# of People:**	**Days:**	
Start Date:		**Time:**	
End Date:		**Charge P/ Day:**	**Total:**

*Fees are payable in advance. All checks should be made payable to Berwyn South School District 100.

An approved application must be on file in the school building and Finance Department before any school facility use will be allowed. Any school facility use may be cancelled or rescheduled if necessary, and advance notice of the same will be given as soon as possible.

A RESPONSIBLE ADULT OR PARENT MUST SIGN THE FOLLWING STATEMENT WHICH INCLUDES THE RULES ON THE REVERSE SIDE OF THIS CONTRACT:

The lessee hereby agrees to be responsible for the care of school property during the above rental period. The lessee agrees to pay for any breakage or damage resulting from the above activity and agrees to be present or arrange to have a responsible adult present at all times that the school is in use. The lessee is required to provide a Certificate of Insurance or Proof of insurance, as explained on the reverse side of this Agreement. Failure to follow the approved rules will result in immediate cancellation.
It is prohibited to share security key codes/cards that are dispensed. This is a security breach; contract will be voided at Berwyn South School District 100's discretion.
The lessee agrees to hold harmless, the Board of Education, School District 100, from any accident or liability as a result of said Lessee, or their invitees, use of said premises.

ORGANIZATION NAME:		
ADDRESS:	**CITY, STATE, ZIP:**	**PHONE:**
REQUESTED BY:	**EMAIL:**	

Permission granted by: _____
Administrator/ Principal Signature Date:

Permission granted by: _____
District Administrator Date:

Non-resident applicants who qualify will require a Board of Education approval.

School staff, please send a copy to LaVergne Education Center/ District Office ATTN: Director of Building and Grounds and retain a copy for your records

REGULATIONS FOR USE OF SCHOOL FACILITIES

The building principal will be responsible for approving and scheduling the use of the building facilities after school and on weekends except for non-resident applicants, which require Board of Education approval at a regularly scheduled meeting. Signed contracts will be forwarded to the Finance Department, along with a monthly Calendar of the groups for building use.

Use by School Related Organizations

1. District 100 will provide use of our facilities to student and school related organizations at no cost or rental fee.
2. With the exception of PTA meetings, all organizations must complete a contract for use of School Property
3. In recognition of the contribution that PTA's make of the schools of District 100, the Board of Education will provide six hours of custodial overtime at the rate of time and a half for one PTA event per year. If any additional overtime is required, the PTA unit will have to accept full financial responsibility.

Use by Community Groups

1. To insure that the school facilities are readily available to tax payers in the community who have paid and are paying for the construction and maintenance of these buildings, use of the schools shall be limited to activities sponsored by recognized groups within the geographical limits of the district. At least 75% of the participants involved in the activity must also be residents of District 100. Any exception to this policy must be approved by the Board of Education.
2. District 100 will charge a rental fee of $32.00 per night for the gymnasium and $25.00 per night for classrooms, libraries, and music rooms for use by community groups other than student and school related organization.
3. The rental fee will be in addition to the actual custodial charges if the facility is rented on weekends or at a time when a custodian is not regularly assigned to work.
4. If the building use request is made for a time during the normal custodial hours, the rental charge will be waived for the community groups which do not assess the participants a fee.
5. All community group activities must end by 9:00 PM and the building cleared by 9:15 PM.
6. It is suggested that all activities will have a minimum number of 5 participants and a maximum of 30.
7. The organization must submit a CERTIFICATE OF INSURANCE naming Berwyn South School District 100 as additional insured, prior to the start of the activity.

Use by Groups Outside of District 100 Boundaries

1. All groups not based within the District 100 boundaries will require approval by the Board of Education. Applications for use of a facility must be received by the 10th of the month to be included on the Board agenda.
2. The Board may differentiate its fees between for-profit and non-profit groups and District 100 and non-District 100 applicants.
3. The organization must submit a CERTIFICATE OF INSURANCE naming Berwyn South School District 100 as additional insured, prior to the start of the activity.

Rules for Use of School Property

1. No smoking or alcoholic beverages on the premises.
2. Custodian is to keep building locked until time of entry and arrival of adult supervisor.
3. No spectators are to be in the building – except by special arrangements.
4. Application may be revoked if school programs require use of the space.
5. People are to be confined to rented area.
6. Custodians are delegated authority by the Board to take such measures as may be necessary to maintain order.
7. All activities must be adequately supervised by responsible adults. Groups will be charged to repair damage to the building or its facilities. *Abuse of District 100 facilities will result in cancellation of the building use contract.*

Failure to follow approved rules established by the Board will result in immediate cancellation of the contract.

Revised: 10/02/2024