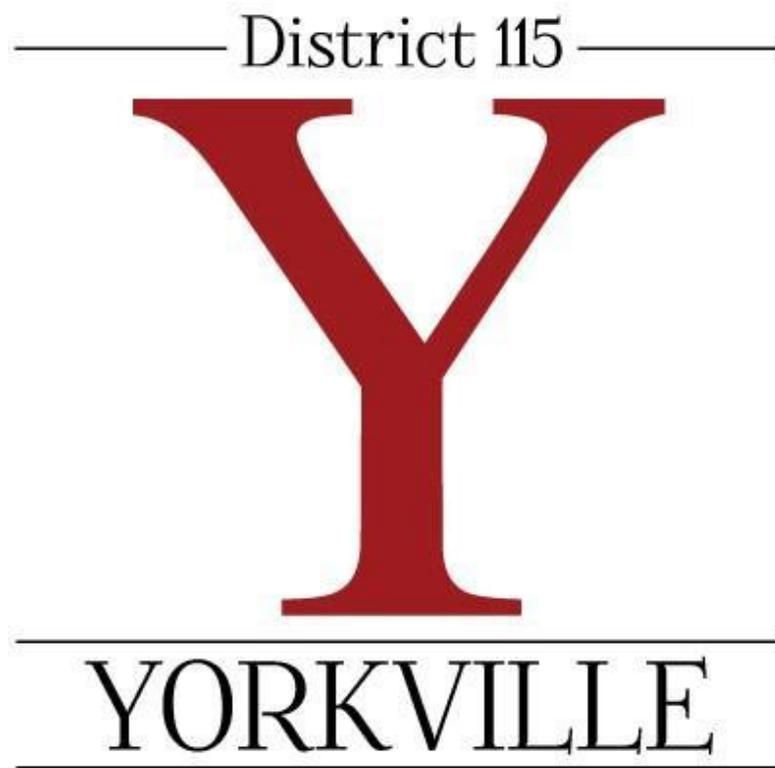


# Facility Use Program



Yorkville Community  
Unit School District 115

Yorkville CUSD 115 District Office  
800 Game Farm Road Yorkville, Illinois 60560  
(630) 553-4382

### **Yorkville CUSD 115 Facility Use Program**

Yorkville CUSD 115 believes school facilities should be available to the community for educational, civic, cultural, and other non-commercial use consistent with the public interest when such use does not interfere with school programs or school sponsored activities. Individuals and organizations on school premises must abide by the district's conduct rules at all times.

#### **Available Rental Spaces**

The following District 115 facilities are available for use, in accordance with the limitations contained within the established guidelines:

##### **YORKVILLE HIGH SCHOOL**

797 Game Farm Road  
Phone: (630) 553-4380  
Fax: (630) 553-4397

##### **EARLY CHILDHOOD CENTER**

101 Garden Street  
Phone: (630) 553-2841  
Fax: (630) 553-9193

##### **YORKVILLE HIGH SCHOOL ACADEMY**

702 Game Farm Road  
Phone: (630) 553-4385  
Fax: (630) 4592

##### **CIRCLE CENTER GRADE SCHOOL**

901 Mill Street  
Phone: (630) 553-4388  
Fax: (630) 553-4456

##### **YORKVILLE MIDDLE SCHOOL**

920 Prairie Crossing Drive  
Phone: (630) 553-4544  
Fax: (630) 553-5181

##### **BRISTOL GRADE SCHOOL**

23 Hunt Street  
Phone: (630) 553-4383  
Fax: (630) 553-4459

##### **YORKVILLE INTERMEDIATE SCHOOL**

103 Schoolhouse Road  
Phone: (630) 553-4594  
Fax: (630) 553-4596

##### **BRISTOL BAY ELEMENTARY SCHOOL**

427 Bristol Bay Drive  
Phone: (630) 553-5121  
Fax: (630) 882-6267

##### **YORKVILLE GRADE SCHOOL**

201 W. Somonauk Street  
Phone: (630) 553-4390  
Fax: (630) 553-4450

##### **AUTUMN CREEK ELEMENTARY SCHOOL**

2377 Autumn Creek Boulevard  
Phone: (630) 553-4048  
Fax: (630) 553-4060

##### **GRANDE RESERVE ELEMENTARY SCHOOL**

3142 Grande Trail  
Phone: (630) 553-5513  
Fax: (630) 553-5030

**Yorkville CUSD 115**  
**Facility Use Program Guidelines and Procedures**

To manage requests and expenses related to facility use, District 115 administration has established procedures to request use of a facility. It is important to note that scheduling for the use of the district facilities and fields are secondary to approved curricular programs and approved extra-curricular and co-curricular student activities. Additionally, the district may cancel rentals that conflict with the best interests of the district or in the event of a school closure.

1. Facility use applications may be obtained and submitted through the [Y115 District website](#).
2. No facility or rental date can be granted until the proper completed application forms are received by the district. Charges will be assessed at the rates shown on the contract.
3. Open registration is from August 1-August 31. Rentals will be scheduled based on rental category and timestamp of completed application. Renters will be notified if their request has been fulfilled.
4. Renters may only use the rooms or spaces designated in the rental agreement during the agreed upon times. Accessing any room or area not outlined in the rental agreement is prohibited.
5. The district reserves the right to deny any rental request made in advance for the rental of any district facility if the Executive Director of Facility Operations should decide that the contract is not in the best interest of the school district and public.
6. In the event of an emergency school closure which requires all scheduled events on school grounds to be canceled, no fees will be charged.
7. Renters must supply adequate supervision to ensure proper care and use of school facilities.
8. Spiked shoes and hard balls may not be used, under any circumstances, within school buildings (e.g. within a school gymnasium).
9. Signs, displays, or materials may not be attached, nailed, or otherwise affixed or cause damage to walls.
10. No portion of sidewalks, entries, passageways, aisles, elevators, windows, or other ways of access to the facilities or their utilities shall be obstructed, or cause to be used for any purpose other than egress.
11. Exterior and stairwell doors may not be propped open at any time.
12. In all cases of facility use, the user is responsible for maintaining the facility and will be charged for any damages, accidental or intentional, which arise during or result from the use. Charges also will be made against the user if extra time must be spent in cleaning after the use of the facility. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
13. Renters with scheduled events after regular school hours shall ensure proper response to emergency situations as outlined on the quick reference guide. Renters are responsible for reviewing the quick reference guide with all supervisors associated with the event.

14. All events are subject to a \$20 cancellation fee should they not be canceled within a 48 hours notice. Should any organization not show up for the scheduled event and/or not notify the Facility Operations Department by emailing [sranderson@y115.org](mailto:sranderson@y115.org) the full room and staff fees will apply. All cancellations must be in writing via email to the district's Building Operations Supervisor or Executive Director of Facility Operations.
15. Renters shall not assign or subcontract any facility, or area therein, nor any rights under a contract to another party. Any party other than the renter must execute a separate contract with the district.
16. District 115 is drug and alcohol free. No smoking, vaping, etc. or alcoholic beverages are allowed anywhere on district property.
17. No refreshments are to be served or sold on school property, or in the building, except in the appropriate facilities and only with the prior approval of the Facility Operations Department.
18. Open flame is prohibited on school property.

**Yorkville CUSD 115**  
**Facility Use Program Organization Priority Categories**

**Category 1** - School District-Related Organizations, Intergovernmental Agreements, Other School Districts, and/or Municipalities

- Consists of non-profit organizations whose sole purpose is to support programs within the district and established intergovernmental agreements
  - Examples of school district related organizations: PTOs, YEF, and Booster clubs
  - Examples of intergovernmental or service agreements: IVVC, YMCA
  - Examples of municipalities: Law enforcement, City of Yorkville, Kendall County

**Category 2** - In-District Tutoring and Enrichment Programs

- Consists of district staff who provide before or after school services to Yorkville school district students for a fee
  - Example: A Yorkville teacher tutors a student in math one day a week after school dismissal.
  - Example: A Yorkville teacher provides private music lessons to a student one day a week after school dismissal.

**Category 3** - Community Programs and Partner Organizations

- Consists of non-profit organizations whose members reside within the District 115 boundaries
  - Examples: Boy scouts, girl scouts, organizations supporting athletics, activities, and fine arts, and religious groups

**Category 4** - Private Use - Non-Profits

- Consists of non-profit organizations whose members primarily reside outside of the District 115 boundaries
  - Examples: Organizations supporting athletics, activities, and fine arts, and religious groups

**Category 5** - Private Use - For-Profits

- Consists of for-profit organizations who request the use of district facilities
  - Examples: Young Rembrandts, Chess Scholars, private tutoring, private lessons, and Homeowners Associations

*Category 1-3 rentals are exempt from facility fees. Category 4&5 rentals are subject to facility fees.*

## **Yorkville CUSD 115**

### **Preparing your Rental Application: Insurance Language – Facility Rental**

The lessee must provide a certificate of liability insurance showing that it maintains general liability insurance with minimal limits of \$1,000,000 per occurrence, medical payments limits of \$5,000 any one person, and damage to rented premises or fire damage liability limit of \$100,000. Yorkville CUSD 115 must be named as an additional insured with the additional insured status appearing on the certificate provided. The sponsoring group for any activity will assume full responsibility for liability in case of accident and hold harmless the Board of Education and its employees from any obligation or liability.