

Community Relations

Exhibit - Application and Procedures for Use of School Facilities

This application must be approved before a non-school-related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered school-related for the purpose of this application. The use of school facilities for school purposes has precedence over all other uses.

Organization Name	Requested school facility
Supervisor from organization <i>(must be 21 years of age or older)</i>	Phone/email address
Program/activity	Date(s) and start/end time(s)
Equipment needed	Materials to be brought into the facility

Room arrangement, including decorations

Foodservice required

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided, and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- Indemnify and hold harmless the Board and its agents and employees for and from any and all loss, including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
- A Certificate of Insurance with a minimum of \$2,000,000 combined single limit and for property damage to property in an amount of not less than Five Hundred Thousand Dollars (\$500,000.00) naming East Maine School District No. 63 as additionally insured is required to use District 63 facilities.

_____ *Initial here if this is agreeable*

3. All non-school related groups must pay the following fees:

Rental charge (unless waived by Board policy): _____

Meal and beverage service (cost as determined by the cafeteria supervisor): _____

_____ *Initial here if this is agreeable*

East Maine School District 63 only Rents to Nonprofit Groups.	
Division I	Division II
Youth groups serving the East Maine School District 63 community.	Non-profit organizations serving the East Maine School District 63 community, including adult groups.

Building Usage and Fee Schedule			
	Division I		Division II
Multipurpose Room	N/C		\$50.00 Each
Designated Classroom	N/C		\$45.00 First Room
Additional Classroom	N/C		\$10.00 Each
School Gyms: Apollo and Gemini	N/C		\$65.00 Hour
School Gyms: Mark Twain, Melzer, Nelson, and Washington	N/C		\$50.00 Hour
Galaxy Theater (Apollo)	\$100.00 Hour		\$150.00 Hour
Mustang Theater (Gemini)	\$100.00 Hour		\$150.00 Hour
Custodial Fees			
Hourly Per Custodian	\$66.00	Saturday	minimum 3 hours
	\$88.00	Sunday/Holiday	minimum 3 hours
All rates are hourly unless otherwise noted.			

Fee Guidelines

- The District reserves the right to review and adjust all fee structures on an annual basis.
- Groups will not be billed when a function is held during the custodian’s regular working hours. If a custodian is taken away from regular duties for any special rental group needs, the District will bill the group the custodial rate for whatever school time is required for those tasks.
- All fees will be in force until June 30 of each school year.
- Cancellations received in the District later than two (2) working days before the facility's use date will incur the contracted rental and custodial fee.

4. **Payment Method:** Upon approval of your application, any payment is due in advance of the event. If the event is ongoing throughout the year, payment is due on a quarterly basis. If paying by check, please make the check payable to East Maine School District 63 and bring it to the administrative office at 10150 Dee Road, Des Plaines, IL. **DO NOT MAIL CHECKS.** If paying by credit card, please contact the District's Accounts Payable department at 847-493-8419.

5. **All non-school-related groups must agree to use appropriate emergency procedures, including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used.**

_____ *Initial here if this is agreeable*

6. **All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*, 4:170-AP6.**

Important: The District will not supervise the activity or supply trained AED users to act as emergency responders at any time, including during staffed business hours.

- Activity being proposed is not in a physical fitness facility.

_____ *Initial here if this is agreeable*

- Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED* has been provided. 77 Ill.Admin.Code §§527.400(a) and 527.800(c).

Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Ill. law. 410 ILCS 4/10; 77 Ill.Admin.Code §527.100.

_____ *Initial here that a copy of the Plan was received and that the Applicant has read and understands the above note.*

7. **If the request involves a physical fitness facility, the non-school-related group must:**
- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
 - Give each designated emergency responder a copy of the District's plan for responding to medical emergencies.
 - Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
 - Ensure that only trained AED users operate an AED unless the circumstances do not allow time for a trained AED user to arrive.
 - Arrange for at least one emergency responder to have a tour of the facility before the activity.
 - Ensure that the Superintendent is informed if an AED is used and all appropriate forms are completed.

_____ *Initial here if this is agreeable*

General Conditions

1. The District reserves the right to refuse any group for specific reasons, such as previous rule infractions.
2. The District reserves the right to decide the category of any group. The fees are shown on the Building Usage and Fee schedule, updated annually.
3. The District reserves the right to designate the particular school that a group will use and to change the facility assignment if it deems such a change necessary.
4. School facilities will be available for utilization by non-school groups per the following:
 - Except with special permission, non-school groups will not use school facilities when schools are generally in session.
 - Facilities will not be scheduled for non-school use during spring and winter vacations, last Friday in July through Labor Day, school holidays, or school closures due to emergency reasons and/or repairs.

- Overnight use of facilities shall not be granted.
5. Reservations shall be accepted as follows:
 - The period from July 15 to September 15 is set aside for scheduling reservations for the new school year on a first-come-first-served basis.
 - Two groups will be permitted to share the same facility only with the consent of the facility's administration and the permission of the first group to sign a contract.
 6. The District reserves the right to close all facilities as necessitated by inclement weather, thereby canceling the contracted reservation.
 7. Groups wishing to discontinue the regular use of a building must notify the District in writing at least two (2) weeks before the date of discontinuance.
 8. The Board of Education, through the Superintendent of Schools, reserves the right to terminate an individual or group's use of school facilities at its discretion for any violation of the Board of Education policies, rules, and regulations.

Building Utilization Requirements

1. Only that part of the building for which the contract request is made shall be used.
2. Buildings will not remain open after 9:30 p.m.
3. Groups using the gymnasium should only use the washrooms in that area.
4. Non-school groups that regularly use school facilities will, as a rule, not store any of their equipment in the school.
5. Smoking is prohibited in District 63 facilities or on the grounds.
6. Intoxicating beverages will not be served or consumed at any time on school property.
7. Gambling of any kind is prohibited on school property.
8. Groups using school facilities are responsible for maintaining the general appearance and cleanliness of the buildings and grounds.
9. No animals are permitted in the buildings.
10. Groups using the school facilities will use only equipment normally located in the contracted area.
 - No other moveable equipment, such as AV equipment, projectors, or classroom technology, will be used by non-school groups
 - Non-school groups shall not use the school's public address system.
 - Folding chairs, tables, platforms, and risers will only be set up and taken down by District 63 personnel.
11. Gym shoes are required for athletic activities in a gymnasium or multipurpose rooms.
12. Fire exits, doorways and hallways are to be kept passable at all times

Lessee Obligations

1. Persons signing the contract for leasing school facilities are responsible for any damage, liability, cost, or expense that may arise during or caused in any way by such use and occupancy of school property.
2. Total cost of repairs or replacement of damaged property will be billed to the non-school group

I certify that I am authorized to act for the organization named above. I understand that (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related. I agree to (1) abide by the conditions stated in this application and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

_____	_____
Applicant name (<i>please print</i>)	Telephone number
_____	_____
Address	Email address
_____	_____
Applicant signature	Date

The Superintendent or designee will base their decision on the information provided in this application and other necessary criteria.

Return the completed document to Anthony Bersani, Director of Operations, at abersani@emsd63.org

Approved **Denied**

_____	_____
Superintendent or designee	Date

Revised: June 4, 2025