

APPLICATION AND CONTRACT FOR RENTAL OF DISTRICT FACILITIES

Name of Organization: _____ Today's Date: _____

Contact: _____ Home Phone: _____ Cell Phone: _____

Address of Organization: _____ Work Phone: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Classification of Renter*: _____

Facility Requested: _____

Rental Date: _____ Charge Admission _____ Entrance(s): _____

Hours of Use: _____ Site Supervisor or Director Required (Y/N): _____

Type of Activity: _____ Number of Attendees: _____

School Equipment Required (May incur additional fee) _____
(Set-up Requests are on next page)

By submitting this request, the applicant states that for and on behalf of the named organization, that they have read, understood and agree to comply with all rules and regulations of renting Community High School District 94 facilities listed on the following pages, and agrees to provide all required certifications and documentation in the timeframes indicated. Failure to provide all required certifications, documentation and payment for fees will result in cancellation of this rental request. Further, the applicant states that they are the legal sponsor or representative of the organization requesting use of the facilities. The applicant hereby agrees individually and on behalf of said organization, to indemnify and forever hold harmless Community High School District 94, its officers, directors, Board members, agents and employees, individually and collectively, from any claims or causes of action, which might arise from or during the use of any Community High School District 94 property.

Please allow three weeks for processing your request. After processing, you will receive an email response to the address you provided with a fee estimate and amount of deposit due with payment due dates.

Thank you for your interest

(Signature of Rental Applicant)

(Date)

Required signature on this document certifies that Rental Applicant has read, understands and agrees to comply with Community High School District 94 Rental of School Facilities - Terms and Conditions of Rental

SET-UP REQUEST: **YES** **NO**

Please write a description of the requested set-up or draw. Be sure to include all details.

Vendors for this Event: (ALL VENDORS MUST HAVE COMPLIANT COI ON FILE WITH DISTRICT OFFICE)

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

_____ (Approval by Executive Director of Operations)

COI _____

_____ (Date)

PERSONNEL REQUIRED FOR EVENT

Custodial	YES	NO	Security	YES	NO
Maintenance	YES	NO	Site Supervisor	YES	NO
Auditorium Director	YES	NO	Additional Supervisors	YES	NO
Pool Director	YES	NO	Technology Director	YES	NO

Rental # _____

COMMUNITY HIGH SCHOOL DISTRICT 94
FACILITY USE CATEGORIES

Effective July 1, 2025

CATEGORIES OF RENTALS AND BASIC RENTAL CHARGES

Staff hourly charges and processing fees apply to all categories of renters, regardless if a Classification rental charge is applied or not, unless specifically waived via contract with the Board of Education. Classifications are approved by the Board of Education, as per [Policy 8:20](#).

CLASSIFICATION A

Official District/school sponsored approved educational activities and school-related functions. This CLASSIFICATION includes the Education Foundation, Boosters, Athletic Conference Meetings, student and staff activities, District approved feeder programs, and school sponsored parent groups. This CLASSIFICATION will not be charged for the use of the facility or, with prior approval, personnel costs. Entities who have entered into an intergovernmental agreement with District 94 that includes facility use will not be charged for the use of the facility but will be charged for all personnel costs.

CLASSIFICATION B

This CLASSIFICATION includes Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities and are supported by local taxes. (Park District, Police and Fire, Federal Agencies, etc.) This CLASSIFICATION will be charged a fee, noted on the fee schedule, to cover utility costs and wear and tear on equipment and/or facilities. Any additional custodial or other personnel costs deemed necessary by District 94 will be charged to the organization.

CLASSIFICATION C

This CLASSIFICATION includes not-for-profit organizations whose primary billing address is located within District 94 boundaries. Non-profit, social, civic, religious, educational, and/or athletic organizations primarily serving District residents and whose purposes in some degree parallel those of District 94. (i.e. Feeder Groups not directly sponsored by the park district.) Proof of non-profit designation may be requested. Rental fees charged according to the district approved fee schedule. This CLASSIFICATION will be charged a fee, noted on the fee schedule, to cover utility costs and wear and tear on equipment and/or facilities. Any additional custodial or other personnel costs deemed necessary by District 94 will be charged to the organization.

CLASSIFICATION D

This CLASSIFICATION includes any organization not included in the above. This CLASSIFICATION includes not-for-profit organizations whose primary billing address is located outside of District 94 boundaries. This CLASSIFICATION includes commercial ventures and other groups that do not have not-for-profit status, whose primary billing address is located within or outside District 94 boundaries and will be charged a fee noted on the fee schedule. Custodial or other personnel costs deemed necessary by District 94 will be charged to the organization. Rental fees charged according to the district approved fee schedule.

COMMUNITY HIGH SCHOOL DISTRICT 94
FACILITY USE FEE SCHEDULE

The Following chargers are **PER HOUR** charges:

FACILITY	GROUP A	GROUP B	GROUP C	GROUP D
Weyrauch Auditorium - Event 4 hour min - Work Light Rehearsal (4 hour min) - Projector	N/C	\$45 \$35 \$20	\$80 \$55 \$30	\$135 \$80 \$50
Memorial Stadium (FieldTurf) - Event 2 hour min - Bleachers, Field, Track - Field Only - Track Only - Lights - Scoreboard - PressBox	N/C	\$120 \$100 \$80 \$30 \$10 \$20	\$150 \$130 \$110 \$50 \$20 \$35	\$185 \$165 \$145 \$60 \$40 \$55
Samuel D. Bishop Gymnasium - Event 2 hour min - Floor Space Only - Bleachers Home (Capacity 1,480) - Bleachers Away (Capacity 580) - Both Bleachers - Scoreboard & Sideline Chairs - Audio System - Locker Room	N/C	\$50 \$40 \$45 \$50 \$20 \$20 \$20	\$60 \$50 \$55 \$60 \$30 \$30 \$30	\$100 \$90 \$95 \$100 \$50 \$50 \$50
Small Gymnasium - Event 2 hour min - Floor Space Only - Both Bleachers	N/C	\$45 \$20	\$55 \$25	\$85 \$50
Commons/Cafeteria - Capacity - 731 - Audio/Visual Equipment	N/C	\$30 \$20	\$40 \$30	\$85 \$50
Fieldhouse (3 Sections) - Event 2 hour min - Floor Space (per section) - Bleachers (per section) - Scoretables (per section)	N/C	\$25 \$15 \$15	\$40 \$20 \$20	\$55 \$30 \$30
Dan R. Johnson Natatorium - Event 2 hour min - Pool, Locker Rooms, Bleachers - Timing Equipment & Videoboard	N/C	\$40 \$25	\$100 \$150	\$150 \$250

Richard D. Kamm LRC - Event 2 hour min - Floor Space - Audio/Visual Equipment	N/C	\$20 \$10	\$50 \$25	\$100 \$50
Miscellaneous - Classrooms - Capacity 30 - Large Classrooms and Hubs - Capacity 60 - Community Room - Capacity 60 - Dance Studio - Capacity 40 - Auditorium Lobby - Capacity 40 - Wrestling Room w/mats - Capacity 75 - Tennis Courts (7) w/nets - Parking lots Only	N/C	\$20 \$25 \$35 \$15 \$10 \$25 \$25 \$20	\$35 \$40 \$50 \$25 \$15 \$50 \$50 \$30	\$50 \$75 \$100 \$50 \$25 \$150 \$100 \$75
Equipment Costs - Pool Timing Equipment - Podium and Microphone - Hitting Tunnel (FH Court 3) - Portable PA system - Portable Projector - Projector (Auditorium) - Wrestling Mats	N/C	\$20 \$25 \$35 \$15 \$10 \$25 \$50	\$35 \$40 \$50 \$25 \$15 \$50 \$100	\$50 \$75 \$100 \$50 \$25 \$150 \$200

General Rental Notes

- Only district custodians may set up, take down or otherwise move any district equipment
- Final billing may include set-up and/or take down time not included in the original application estimate.
- Rental of the Auditorium, Pool, Gymnasiums and Stadium require additional staff
 - Personnel fees for Site Supervisor, Auditorium Director, Aquatics Director determined by the district
 - \$500 turf clean up charge for bodily fluid spill, when necessary
 - Stadium rental requires a \$500,000 Property Insurance Policy in addition
- Pool rentals: LifeGuard Certificates must be submitted with the rental application

PERSONNEL FEES

	Saturday or any overtime	Sunday or School designated holiday
Custodian or Maintenance personnel	\$55/hr	\$65/hr
Site Supervisor, Aquatics Director, Auditorium Director	\$45/hr	\$45/hr
A/V Technician, Stadium Lighting, General Supervisor	\$20/hr	\$20/hr

Note: For Monday through Friday activities while school is in session, custodial charges are typically not assessed. However if your event requires a clean-up, set-up or take down that significantly impacts a custodian's ability to do their regular duties, appropriate charges will be applied. The renter is responsible for payment of any necessary custodial overtime charges and charges for other personnel assigned to their rental event.

On days when custodial staff are not normally scheduled, the minimum rental time will be 1 hour. The custodial charges assessed will include **at least** 30 minutes prior to your access time and 30 minutes after your rental ends to properly open and close the facilities. Set-up requirements and prep will affect these times as well. Final costs will be billed based on the receipt of custodial timesheets

COMMUNITY HIGH SCHOOL DISTRICT 94

TERMS AND CONDITIONS OF RENTAL

1. All rental applications must be submitted to the District 94 Operations Department for processing and approval a minimum of 30 days prior to the proposed event date. No rental applications or contracts will be accepted by any other office.
2. Use of facilities for District 94 purposes shall take precedence over all non-District 94 requests. Requests from organizations with whom District 94 has an intergovernmental agreement on file in the Business Office will be filed next. Requests for facilities from other organizations will be filled on a first-come, first-served basis.
3. A signed application and contract for Rental of School Facilities, certificate of insurance and deposit must be on file in the District Operations Office five days prior to the event. For first time renters, 100% deposit is required including a completed application, five days prior to the event. For returning renters the deposit will be 50% of the total estimated rental cost, due five days prior to the event. For all renters, if the total estimated rental cost is less than or equal to \$100.00, the full amount is due five days prior to the event. All days are counted as regular school business days when school offices are open.
4. Public bookings cannot be guaranteed until the school calendar and activity calendar for any particular school year have been approved and announced.
5. Renting organizations are cautioned to not make reservations, print tickets or make other irrevocable commitments until they have received a letter of agreement, signed by the Executive Director of Operations.
6. All cancellations must be received in writing two business days prior to the event start time. Cancellations received less than two business days prior to the the event start time will result in a minimum two-hour event charge, at the rate established for the event rental
7. The Executive Director of Operations has the discretion to cancel any rental or facility use event given appropriate circumstance, within reason, with no time restriction proper to the event starting or at any time during the event.
8. All charges must be paid in full within 30 days of the end of the rental, adjusted for actual use of spaces and time charged for staff services.
9. Renters with outstanding fees will not be permitted to rent additional facilities until all past due balances are paid.
10. Any rentals for the swimming pool facilities require the renter to provide a trained and certified lifeguard for the duration of the rental. District 94 will not provide the lifeguard for the rental. At the time of application for a swimming pool facility, the full name and home address of the lifeguard must be provided along with copies of the lifeguard's training and certification documents. The lifeguard shall be considered an employee of the renter and be covered by the renters insurance for the rental event.
11. Staff Services charged for an event are at the discretion of the Executive Director of Operations & Safety, Executive Director of Business Services and/or Building Principal, depending on the type of rental and the condition of the building when the rental is completed. Any staff services used for a rental must be reported to the Operations Department within 24 hours of the rental event. The Operations Department will add the cost of any staff services to the invoice for the rental.
12. The District will require District custodial staff to open and close the building for renters. No renters will be given keys or other access credentials for any facility. District staff are assigned to the building for the duration of the rental period. Custodians will start one half hour prior to the start of the schedule and work as necessary after the completion of the rental. All hours charged, including this extra time outside the scheduled time of the rental, will be charged to the renter. Custodians will have a work assignment by the District to meet the District's need during the rental event, and all time for the custodians will be charged to the renter.
13. There will be a two-hour minimum charge on facilities rented.
14. All events, including weeknights, will be charged a minimum one-hour custodial fee
15. At certain times and/or activities the District may require additional adult supervision, chaperones, police or fire personnel. All additional expenses resulting from these additional needs are the responsibility of the renter.
16. Renters are restricted to the use of the specific area(s) and times rented. All renters and their participants must confine themselves to those spaces and times. Charges will apply for extra time and space used.
17. Subletting of rental spaces is not permitted

18. Insurance must be provided for all rentals, five days prior to the start of the rental, without exception. The minimum insurance provided must meet the follow specifications: [FORM](#)
 - a. Commercial general liability coverage utilizing an Insurance Services Office occurrence coverage from CG00010196, or its equivalent, including broad form contractual liability with the limits as follows:
 - i. Each occurrence - \$1,000,000
 - ii. General Aggregate - \$1,000,000
 - iii. Personal & Adv Injury - \$1,000,000
 - iv. Damage Liability - \$50,000
 - v. Workers Compensation, including a waiver of subrogation
 - vi. An additional insured endorsement CG2026, or similar, in favor of Community High School District 94 must be included. [FORM](#)
 - b. All insurers must be licensed in the State of Illinois and carry a Best's rating of A- or better, and a financial size rating of V or better.
 - c. A certificate of insurance referencing the Contract for Rental of School Facilities as an insured contract. And specifically identifying Community High School District 94 as an additional insured using CG2026 or similar endorsement, together with a certified copy of the CG2026 or similar endorsement, must be presented prior to being permitted onto and Community High School District 94 premises.
 - d. The name of the insurance certificate holder must match the name of the renter on the rental application. If the names do not match, the rental application will not be approved. If all insurance certificates are not received in the Operations Department office five days prior to the start of the rental, the rental will be cancelled.
19. Renters are responsible for and liable for any damage to school property which occurs as a result of the rental.
20. Renters shall not attach any item to District property or make any modifications to any building structure, grounds or equipment.
21. Limited movement of furnishings will be allowed with prior approval. If a special set up is required, it must be pre-arranged ten days prior to the event. The District's time involved in set-up or resetting a space will be charged to the renter. The renter is prohibited from bringing in any heavy equipment and/or items in the building that may damage floors, walls, ceilings or any building system. All furnishings must be returned to their original positions at the conclusion of the event.
22. The District reserves the right to restrict and remove specific areas of the building and grounds from the rental program
23. The District reserves the right to restrict ingress, use of space and egress from an event to specific areas of the building or grounds and specific pathways of travel
24. Community High School District 94 reserves the right to require references from first-time renters.
25. Renters must supply ample adult (21 years or older) supervision for rentals involving minors, at a rate of at least one adult for every 15 minors. Adult supervisors are responsible for maintaining order and control of their attendees during the rental.
26. Renters are responsible for identifying the location of the nearest automatic external defibrillator (AED). All organizations are required to identify one adult who is currently certified in cardiopulmonary resuscitation and AED to act as an emergency responder at the event.
27. Renters who use any of the District's AED devices must inform the District as soon as possible after the emergency.
28. Renters must familiarize themselves with emergency procedures and evacuation routes upon arrival to the space(s). Classroom action guides are located in all spaces throughout the building.
29. Vending machines shall not be be turned off or otherwise rendered inoperable by any rental
30. Renters who intend to serve food must comply with the District's requirements related to safe food handling and preparation.
 - a. Cafeteria kitchens are not available for use by renters. All food prepared or served on-site shall be through district food service staff only.
 - b. All food provided during a rental must be prepared by a commercial restaurant or catering business that has a current inspection from the Illinois Department of Public Health or local municipal Health Department.

- c. The renter must provide a current copy of the most recent Health Department's sanitation inspection certificate from the catering firm/restaurant prior to the start of the rental. If the inspection certificate is not received five days prior to the start of the rental, the rental will be cancelled.
 - d. No food may be served that was prepared in a private home
31. For-profit renters must advertise in any promotional materials and have posted in the space being rented the following statement "Community High School District 94 is not sponsoring, supporting or endorsing this event. Community High School District 94 is not connected with, and assumes no liability for this event."

(Signature of Rental Applicant)

(Date)

Required signature on this document certifies that Rental Applicant has read, understands and agrees to comply with Community High School District 94 Rental of School Facilities - Terms and Conditions of Rental

COMMUNITY HIGH SCHOOL DISTRICT 94

RESTRICTIONS

1. Renters must comply with fire codes, life safety codes and all other applicable local, state and federal laws.
2. No alcohol, narcotics, illegal drugs, tobacco products, weapons or firearms are allowed on District property.
3. No violence or fighting of any sort
4. No smoking is allowed on District property
5. No food or drink shall be sold or consumed on District property without prior District approval.
6. Rental events shall not be political in nature, subversive to the US Government, immoral, in violation of a local, State or Federal law, or discriminate against any race, color, national origin, religion, sex, disability, age (40 or older), genetic information, marital status, sexual orientation, citizenship status, military status, unfavorable military discharge, gender identity, arrest record, victims of domestic violence or order of protection status.
7. All driveways must be kept open to allow for the movement of traffic and fire equipment, parking is permitted only in marked parking spaces, there is no parking in driveways, bus lanes or grass areas; all school and municipal parking regulations apply and are police enforced.
8. No group shall attempt to raise funds or solicit contributions without prior District 94 approval
9. Only legal games of chance are allowed on District 94 property. Any necessary municipal or other legal permitting is the sole responsibility of the renter.
10. Animals or pets of any kind are prohibited on District 94 property with the exception of service animals. Service animals are welcome inside the building but must remain on a leash or in a harness and under the direct control of the owner at all times.
11. Balloons are not permitted in any District building or on any District property
12. No bounce houses, popcorn machines, tents are allowed on District property.
13. No tipping of District staff is permitted
14. All rental events are automatically cancelled when an emergency event or severe weather event is declared
15. Rentals shall be to groups only, for educational purposes or civic gain.
16. Profanity will not be tolerated by any renter, rental participant or rental attendee.
17. No building keys or access credentials will be given to renters, students or other unauthorized personnel.
18. The distribution of literature or materials must have prior district approval.
19. Rental hours are 8am-10pm Monday through Saturday. Sunday 8am-12pm. Large tournaments or events over multiple days need prior approval. No overnight rentals will be permitted.
20. No field work is permitted on any grounds, including mowing, raking or dragging of fields.
21. No motorized vehicles or equipment are permitted on any athletic surfaces, grass areas, sidewalks, restricted areas or any other area other than designated parking areas.
22. 110V power (only) is available for tenant use during the rental period.
23. Renter's participants must observe all parking restrictions on District property. Renters may not charge for parking and must provide supervision and crowd control in parking areas.
24. No use of fire, flame, smoke, fog generation equipment, fireworks for any kind are allowed on District property. Examples: candles, sternos, incense, grilling, etc..)
25. Only water in a water-bottle is allowed in the gym. Food, beverages, craft glue, paint, gum, other liquids are not allowed in gymnasiums or fieldhouses. Renter is responsible for monitoring participants and spectators and enforcing this policy. Additional costs to clean up food or liquids will be billed to renter
26. Renter assumes full responsibility, and shall reimburse the District within 30 days of receipt of notice, for the cost of repair of any damage resulting from renter's activity. The District shall not be responsible for any damage whatsoever to renter's personal property.
27. Petting zoos, animal rides and/or fireworks are not permitted on District property at any time
28. All school grounds close at dusk, unless otherwise stated on application
29. All debris and litter must be removed from school grounds after use.
30. Certain auditorium equipment, AV or technical equipment and athletic equipment requires special handling. District personnel are required to operate this special equipment when necessary for all rentals, regardless of

renters previous experience with same or similar equipment. All associated staff costs or operations will be billed to the renter.

31. Equipment innate to an area will be part of the rental agreement with applicable charges. No movement or changes of the equipment may occur without prior written approval and specifically indicated in the rental agreement
32. Special arrangements for the use of equipment may be possible with prior approval, and when specifically indicated in the rental agreement. The District will not lend or rent equipment for use outside of the school.
33. The District will encourage and endeavor to rent facilities on a shared basis, thus lessening the energy cost impact to the District. Likewise, where possible, the District will specify specific heating and cooling zones of the building to be used for an event.
34. Saturday, Sunday or school holiday rentals will only be approved when no other dates are available or appropriate.
35. The renter shall indemnify, hold harmless, and at the District's option, defend the District from any and all claims against, and losses incurred by the District arising out of our renter's use of District facilities under the agreement. Renter waives and promises not to bring any claims against the District arising out of the renter's use of the District facilities, except for a breach of the agreement. As used in this paragraph: (1) the term "District" includes the Board of Education of Community High School District 94 and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any administrative or judicial proceeding brought against the District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death or District Facilities damage; and (3) the term "loss" includes any monies expended by the District as a result of a claim, including the Districts reasonable attorney fees incurred in response to a claim.
36. If Renters violate any terms of the rental agreement, the District may terminate the use of District facilities immediately and future rental requests may be denied
37. State law prohibits a child sex offender from being present on District property or loitering within 500 feet of District property. 720 ILCS 5/11-9.3. The Renter hereby certifies that they have checked the Illinois Sex Offender Registration information website <https://isp.illinois.gov/Sor> and that none of the personnel or participants involved with the Retner, or the program sponsored by the Renter, utilizing District facilities appear on the Registry as of the date of the rental event.
38. The District reserves the right to deny access to any facility user and service provider who has been convicted of any crime including but not limited to sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense in relation to use, sale, possession or transportation of narcotics or habit forming and/or dangerous drugs, or is presently or habitually under the influence or dangerous drugs or chemicals, narcotics or intoxicating beverages.
39. If an incident occurs, during your event, that requires police, fire or EMS response you are to immediately notify Community High School District 94 both by email: rentals@d94.org and by calling 630-876-6330. Please be advised that Community High School District 94 will support and cooperate with local police, fire and EMS personnel. If after investigation, COmmunity High School District 94 determines the incident to be serious in nature it may choose to pursue criminal prosecution as well as denying future access to ether the entire group, individual participants and/or individual spectators.
40. The renter and/or organization does not have sublet rights.

(Signature of Rental Applicant)

(Date)

Required signature on this document certifies that Rental Applicant has read, understands and agrees to comply with Community High School District 94 Rental of School Facilities - Terms and Conditions of Rental