

DISTRICT 47 COMMUNITY USE OF SCHOOL FACILITIES PROCEDURES

The procedures below support Board Policy 8:20 – Community Use of School Facilities

1. In order to request use of school facilities for purposes other than school-sponsored activities and programs, interested organizations must submit a District Facility Request Form to the Operations Department at least 5 working days prior to the requested date.
2. The organization seeking community use of school facilities is the “User” for purposes of these procedures, Facility Request Form and related agreements.
3. Use of school facilities shall be granted only in accordance with a District-approved Facility Use Agreement .
4. Reservations will be granted in the following priority order:

Priority Level	Rental Type	Rental Charge	Custodial Charge	Request Due By	Reservation Fee
A	School / District Activities	No	No	n/a	n/a
B	Taxing Bodies (i.e. Park Dist. City, Library) and Elections	No	Only if outside working hours	n/a	n/a
C	Not-For-Profit Community Organizations (Athletics, Educational, Scouts, etc....)	Yes	Only if outside working hours	4 th Monday of August	50% non-refundable at time of request
D	For-Profit Community Organizations	Yes	Only if outside working hours	1 st Monday of September	50% non-refundable at time of request

Factors involved in determining priority in offering facility rentals within each priority level:

- Level of impact on D47 students (% involved in program)
- Prior User (rented D47 facilities historically)
- Volume of total usage per year (total rental hours)
- Date stamp of time request submitted

5. School Facilities may be made available for community use at the following times:

September through May

Monday through Friday

Saturday

After school – 10:00 p.m.

7:00 a.m. – 10:00 p.m.

6. Facility rentals are not available to the community during June, July or August and additionally on Sundays, School Holidays, Student Non-Attendance Days, Early Release Days, and all breaks (Summer, Winter and Spring).

7. As set forth below, meeting rooms, learning centers and gymnasiums shall be rented for a minimum of two hours per day if scheduled outside of the custodians normal working hours. Cafeterias may be rented for use of the room only. No cooking shall be permitted. An hourly

rate will be charged for use of each type of room. The following fee schedule shall be followed for those Users to which fees apply:

Gym	\$28.50 per hour; available at all schools
Cafe, LMC, Meeting Rooms	\$19.00 per hour; available at all schools and CORE Center. No cooking is permitted. Classroom use is not available.
Other Equipment Charges	May be assessed for unique circumstances or requests.
Fields	May be assessed for unique circumstances or requests.

8. The District shall provide its usual and customary custodial services to the User in accordance with the District's regularly scheduled working hours or at the discretion of the District. Users of school facilities on Saturdays, or any time outside of the custodian's regular hours, shall be charged custodial fees, and requires a two-hour minimum. In addition to the standard rental fees set forth above, the following custodial fees shall be assessed for Saturday use of District Facilities: \$58.40 per hour (2025-26).
9. Fees must be paid in advance by the User.
10. Users must confine themselves to the area of the facility or grounds for which use has been granted. Use of school facilities does not include any other time or times except as specifically approved in the written Facility Use Agreement.
11. Users must fully vacate the facilities and premises by the end times on the approved Facility Use Agreement.
12. Permission to use gymnasium facilities does not include permission to use locker rooms and/or showers unless expressly approved in the written Facility Use Agreement.
13. The District shall at all times be the sole owner of the school facilities, and the User shall have no right or interest in the school facilities, except for the right to use the school facilities as approved in the Facility Use Agreement. Members of the Board of Education, Administrators and District employees must be allowed access to the facilities at all times.

Organized Use of Outside Facilities

Currently, our district does not schedule or contract for outside use of our facilities. Priority use is given to the school district and its activities followed by the Crystal Lake Park District and its affiliates.

Please note the following conditions if you intend to utilize outside areas:

- Certificate of insurance required, listing the school district as an additional insured
- No parking on playground areas
- Coordinate schedule with school administrator to avoid conflicts with school events
- You are liable for any damages to district property
- No access to building for facility needs or washroom use
- You are responsible for compliance to laws regarding AED use.

Insurance, Indemnification and Waiver Requirements

14. Unless specifically waived or modified in writing by the Superintendent, the User shall provide at its expense occurrence-based public liability and property damage insurance with limits of \$1,000,000 for injury to any person or persons, including death and damage to property arising out of the occupancy and use of the District's facilities with a minimum \$2,000,000 aggregate insurance policy, listing the District as an "ADDITIONAL INSURED". Depending upon the type of usage by the User, the District may require a \$1,000,000 umbrella coverage. The User shall furnish the District with proof of insurance (a certificate or duplicate of such insurance policy or policies) by attaching it to the Reservation Form. The insurance certificate and policy shall contain a statement that the insurance will not be cancelled, modified, or non-renewed without first giving at least twenty days written notice to the District.
15. To the fullest extent permitted by law, the User shall indemnify, defend (at the District's option), and hold harmless the School District, the Board of Education, and its members, employees, volunteers, and agents, and their successors and assigns, in their individual and official capacities (collectively the "School Indemnitees"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation, attorneys' fees and litigation costs, incurred by any of the School Indemnitees for injuries to persons, including death, or for damage, destruction or theft of property, or for any other loss arising out of any act or omission of the User, including an employee, volunteer, or permitted or intended invitee of the User, in or about the school facilities or other School District property.
16. The User shall require its employees/participants to sign a waiver and release of all claims against the District in connection with the facility use or related activities. User hereby releases and waives any claim it may have against the School District related to User's use of the school facilities except for claims directly related to District's wilful or grossly negligent actions or omissions.

Equipment and Materials

17. Use of school space does not include use of special equipment, such as computers, audio-visual equipment, projectors, amplifying equipment, musical instruments, etc. Any special equipment is the responsibility of the User – the District will not supply any special equipment.
18. Equipment, materials, or other items or property owned by the District shall not be used or moved without express written approval from the District. Special written permission must be obtained for decorating, installing scenery, or attaching, nailing, or affixing any signs, displays, or materials to District property. No sticky tape of any type may be applied to District gymnasium floors at any time.
19. At the close of each instance of use, unless other arrangements were expressly approved in writing by the District, the User shall remove all equipment, material, and other matter brought into the facilities.
20. At the close of each instance of use, the User shall clean and restore the facilities to the condition in which they were provided. The User shall reimburse the District for the cost of any repair, replacement, and/or clean-up of District property deemed necessary by the District as a result of the User's use of District facilities. If any damage occurs to the District's facilities during the User's use of District facilities, the User shall call the administration offices at (815) 788-5062 no later than 8:00 a.m. on the morning following the scheduled use to report the damage.

21. The District is not responsible for the safety or security of any property brought to or stored at District facilities. User is responsible for the safety and security of all personal property brought onto District property.
22. For Users of the gymnasiums, all persons must wear gym shoes. Black soled jogging shoes, track shoes, and street shoes are not permitted. Users may use indoor soccer balls and footballs in the gymnasium; however, no hardballs, regulation soccer balls, or footballs are permitted. Use of gymnasium apparatus is forbidden unless expressly authorized in writing.
23. No equipment, material, or other matter which presents a health or safety hazard to persons or property may be brought into District facilities or onto District property. The use of open flames, makeshift electrical wiring, flammable and/or caustic materials and the like are prohibited. The District reserves the right to deny or cancel the use of school facilities for activities which may cause damage or unusual wear to District property and/or the facilities.
24. Kitchens and kitchen equipment shall not be used without express written authorization. No cooking of food is permitted in the cafeteria.

Conduct and Supervision

25. Users must abide by all Board of Education policies, District procedures and rules, including without limitation these Procedures for Community Use of School Facilities, and the directives of District staff.
26. The District shall have no responsibility whatsoever for supervising any User activities and/or the use of school facilities by the User, its employees, volunteers, invitees, participants and/or agents. The User shall be solely responsible, at its own expense, for providing adequate adult supervision (by persons at least 21 years of age) at all times in connection with its use of the District's facilities. The User assumes complete responsibility for the staff or volunteers used to supervise its facility use and activities. The User's supervisor shall not leave the facilities until the last of the User's participants have departed District property.
27. When children are present for the User's activities, the attendance of at least two (2) adult supervisors of the User is required for all activities. In addition, for events consisting of more than thirty (30) children, the User must provide one additional adult supervisor for every fifteen (15) children present at all times during facility use. No children will be permitted to enter the building until adult supervisors are present. Children must remain in the assigned room with their supervisors. Entering classrooms without authorization or running through corridors is prohibited.
28. Children shall not accompany adults onto District property when such adults are participating in an adult sport program.
29. When engaging in any physical fitness activities in the District's indoor and/or outdoor physical fitness facilities, Users of the facilities must comply with any applicable laws or requirements regarding automated external defibrillators (AEDs), including without limitation the Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/1 *et seq.*, as may be amended from time to time.

30. Users of the facilities must conduct orderly meetings and/or gatherings. Such meetings and/or gatherings must not incite others to disorder. No disruptions (e.g. use of profane language, quarrelling, fighting, etc.) or illegal activities are allowed.
31. Users of the facilities must conduct meetings and/or gatherings that are not abusive of other groups or individuals by reason of race, color, national origin, sex, religion, disability, sexual orientation, or age, or any other characteristic protected by applicable law.
32. Users shall not use any school facility, building, or grounds for unlawful purposes.
33. The use and possession of tobacco, drugs, and alcohol on District property are prohibited, as are gambling and violence.
34. Food or beverages may not be consumed or sold without the express written consent of the District.
35. No admission fees may be charged by any User, except for school-affiliated groups upon the recommendation of the Superintendent and the approval of the Board of Education.
36. The use of school facilities may be terminated by the District in the event of an emergency or any violation of District policy, procedures, rules, or directives. Any breach by the User of its approved Facility Use Agreement, Board policy, or District procedures, rules or directives may result in a denial of all future facility use.
37. These policies and procedures are solely for the benefit of the contracting parties, and, except as otherwise specifically provided in this agreement nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.