



# **Community Use of School Facilities Procedures and Facility/Field Use Manual**

## Board Policy 8:20 Community Use of School Facilities

This manual details the administrative procedures for implementation of board policy 8:20 on Community Use of School Facilities

### *Board Policy 8:20*

*School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Chief School Business Official or designee and is subject to applicable procedures.*

*Persons on school premises must abide by the District's conduct rules at all times.*

*Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Chief School Business Official and be subject to annual approval by the Board. Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance.*

## General Statement

Palos 118 wishes to make select school facilities available to groups and organizations in support of the Palos 118 community. School facilities may not be used at times and in ways that will interfere with the school program or school sponsored activities.

## Insurance Requirements

All organizations requesting use of buildings are required to have their representative sign an affidavit of insurance on forms provided by the district, which guarantees indemnification of the district from liability resulting from the organization's use of the building. The organization must also provide a certificate of insurance naming the district as additional insured showing coverage deemed appropriate by the district.

## Availability of Facilities

In scheduling the use of District 118's school facilities and properties, activities associated with the district's regular and extracurricular programs shall have priority over the activities of any other group/organization.

For the purposes of approving and scheduling requests, the following categories of user groups are hereby established. Group 1 will have priority over Group 2 and so forth if in the judgment of District 118 such use will not be detrimental to the purpose for which the facilities were provided. Groups 2 through 3 must be primarily in service of District 118 residents. A roster with the names and address of all participants should be submitted as proof that your organization meets District 118's residency requirements for grouping.

### Group I

- School Sponsored Groups of School District 118
- Employee associations
- Approved student groups, booster clubs, parent-teacher organizations
- Approved teacher activities
- Approved intergovernmental agreements and leases
- Boy/Girl Scouts groups.

### Group II (\*Not for Profit, Resident, Child-Oriented)

- Cultural groups
- Recreational groups

\*Child-oriented shall be defined as the age group of children who are normally served by the educational program of District 118; i.e., preschool through 8th grade.

Group III (\*\*Not for Profit, Resident, Adult-Oriented)

- Civic groups
- Cultural groups
- Recreational groups
- Governmental entities
- Other taxing bodies within District 118 boundaries
- Universities

\*\*Adult-oriented shall be defined as any group whose target audience is adult and not primarily students in preschool through 8th grade.

Group IV

- Any not for profit organization or group (child or adult) that does not have or cannot prove the majority of its participants as District 118 residents.
- For profit youth sports clubs.

**Important Exceptions:**

- **INDIVIDUALS:** District 118 facilities and grounds will not be made available to individuals, or unorganized groups of individuals, for personal or social reasons.
- **FOR PROFIT ENTERPRISE:** School facilities and grounds are not available to business enterprises for commercial gain, except in the case of youth sports clubs.
- **RELIGIOUS USE:** Use of the facilities and grounds will not be permitted for religious purposes on a regular or monthly basis, except in two cases: 1) school clubs that are composed of students, and 2) churches and religious organizations temporarily unable to obtain suitable facilities within the boundaries of Palos 118 and in which the majority of participants are residents of the school district (special usage fees may be determined by the superintendent or designee).
- **SCHOOL BREAKS:** School Facilities will not be available while school is not in session over summer break, school holidays and emergency closing days, except as approved by the Superintendent.

## Fee Schedule

The use of the school facilities involves certain costs which in some cases should not be paid out of regular school funds. In keeping with sound financial practices and with fairness to the entire school organization. These fees are for the base rental. Additional charges may be necessary for custodial services or other reasons. Typically, the facilities will not be available for weekend use without special permission.

### **INSIDE FACILITIES (during staffed (regular school) hours)**

	Commons/Cafeteria	Gym	Theater (South)
Group I	No Charge	No Charge	No Charge
Group II	No Charge	No Charge	No Charge
Group III	No Charge	No Charge	No Charge
Group IV	\$75/hr	\$75/hr	\$75/hr

### **INSIDE FACILITIES (during non-staffed hours (outside regular school hours))\***

	Commons/Cafeteria	Gym	Theater (South)
Group I	No Charge	No Charge	No Charge
Group II	\$25/hr	\$25/hr	\$25/hr
Group III	\$55	\$55	\$55
Group IV	\$75	\$75	\$75

*\*additional charges may be applied to cover expenses of a district staff member.*

### **PLAYING FIELDS**

	West Soccer Fields (per field)	West Ball Field	South Ball Field
Group I	No Charge	No Charge	No Charge
Group II	\$5 per hour	\$5 per hour	\$10 per hour
Group III	\$10 per hour	\$10 per hour	\$25 per hour
Group IV	\$15 per hour	\$15 per hour	\$50 per hour

Fees shall be paid within 30 days of the request for payment, failure to pay may result in loss of use of the facilities.

# Facility Use Application

Each requesting organization must submit a complete application for use, including insurance affidavit, certificate of insurance, acknowledgment of general procedures and participant roster with names and addresses. Applications and other necessary documents are available on the district website.

## Application Timeline:

- **Fall Activities (Start of school year through Winter Break):**  
Complete applications must be submitted by **May 1** of the prior spring. After May 1, facility use will be granted on a first-come, first-served basis.
- **Spring Activities (After Winter Break through end of school year):**  
Complete applications must be submitted by **November 1** of the prior fall. After November 1, facility use will be granted on a first-come, first-served basis.

## Conflict Resolution:

If multiple groups request the same facility at the same time and submit by the deadline, priority will be given as follows:

1. In the event multiple organizations of the same grouping desire to use the school facilities at the same time an attempt will be made to develop a schedule allowing each organization access to the school facilities. For example, if an organization has requested the use of a facility for Monday – Thursday on a weekly basis for the months of October through April and a different organization requests the same facility on Tuesday on a weekly basis for the months of November through March then an attempt will be made to develop a rotating schedule for each organization to have access. If a resolution cannot be reached:
2. The group with the **lower group number** will have priority.
3. If both groups are in the **same priority group**, preference will be given to the group serving the **larger number of D118 residents**.
4. District 118 reserves the right to cancel any scheduled date due to conditions of grounds and/or conflict due to the scheduling of school or Group 1 activities. Every effort will be made to give reasonable notice prior to cancellation.

# General Procedures for Facility Use

## Process

- Organizations desiring to use the school facilities must apply for permission, stating the purpose of the meeting, the time desired, and the supervision which will be provided. The application is available on the district website or at the Central office. The District will review the application to confirm that it is an applicable organization and appropriate use. Once the rental has been confirmed the requestor will receive confirmation of date and times of use.
- District 118 reserves the right to cancel any scheduled date due to conditions of grounds and/or conflict due to the scheduling of school activities. Every effort will be made to give reasonable prior notice.
- The authorized representative of your group **MUST BE ON TIME** when custodians open the facility for the meeting. Non-compliance will result in loss of permit. (Custodians will wait no longer than 10 minutes.)
- Any organization delinquent in paying the facility use charge will automatically void the use of building permit until payment is made in full.
- Fees shall be paid within 30 days of the request for payment, failure to pay may result in loss of use of the facilities.
- Use of classrooms will not be permitted. Permission may be granted and fees set for classroom use at the discretion of the Superintendent and/or Asst. Supt. of Business Operations, in the area of adult education and in cases of emergency.
- The Board of Education reserves the right at any time to withdraw authorization or make policy changes as it deems necessary and classify each organization according to rules set down in the official Board of Education minutes.

## Expected Use

- Each group is **ONLY** allowed in the room specified in the rental agreement. Groups are **NOT** allowed inside offices, classrooms, etc...
- The group representative is responsible for supervision, including security of the outside doors used, along with the closing and securing of the building when leaving. School District 118 disclaims any responsibility for supervision over any group or organization's use of D118 facilities. Supervision over a group or organization's use of D118 facilities is solely the responsibility of the group or organization.
- Each group is expected to restore the room, equipment and materials to their original conditions before leaving.

- Any organization using the facility will be liable for any damage beyond normal “wear and tear”.
- Use of school equipment (basketballs, soccer balls, etc...) is prohibited.
- All persons using the premises will cooperate in the proper care of the building so as to require NO work for the school staff. Make sure that doors are locked, lights turned off and windows closed prior to leaving. This means the facility area MUST be returned to its original condition.
- Washrooms which are used during the activity MUST be checked and cleaned if necessary.

### District Rights

- The Board of Education reserves the right to require references, make exceptions, grant, or deny any application for the use of school property and the right to revoke for reasonable cause and without prior notice, any permission previously granted to any renting party.
- District representatives must have free access to all areas in the buildings at all times.
- School officials have the authority to expel any individual or group that fails to comply with District regulations, including any person or persons engaging in disruptive, belligerent, or threatening conduct. The District will not be held liable for any damages by the applicant through exercising this right.
- In all advertising for events, the District or School names should only be used as the designated facility where the event is being held. In no way shall the school be listed as sponsoring the event.

### Drug and Alcohol-Free Environment

There can be no alcohol, drug, or tobacco use on school property.

- No person under the influence of drugs or intoxicating beverages/substances will be permitted on the school premises. (Note: Illinois statute prohibits the sale of alcoholic beverages on school property.)
- There will be NO ALCHOLIC BEVERAGES (opened/unopened) allowed on the premises.
- There will be NO SMOKING/VAPING, or any other tobacco/nicotine use allowed on the premises.

### Food and Drink

- Food and drink is allowed only in areas regularly used for food and drink, cafeteria spaces. Food and drink is not allowed in gyms, media centers, offices or classrooms. Any violation of this may result in immediate suspension of usage privileges. Use of kitchen facilities will be permitted only where prior arrangements have been made with the District
- Specific permission to enter into or setup concessions must be approved in advance by the Superintendent or designee. Any professional concessionaires approved by the district must provide required state, county, municipal, and health department licenses, and required to submit a Certificate of Insurance naming Palos 118 as additional insured prior to approval. User group is responsible for all clean up and damage to facilities. The District reserves the right to operate any and all concessions at D118 facilities.

### Parking

Parking will be only in designated parking spots. Driveways and entrances at all facilities must be kept open and free of vehicles at all times, as per fire regulations and for police protection.

### Other Requirements

- If an organization owns and controls a movable soccer goal, they must provide a copy of their soccer goal safety and education policy before rental will be approved. The policy must meet the requirements of the Movable Soccer Goal Safety Act.
- Per AED regulations, an AED must be present for all indoor events involving physical activity. User group is responsible for locating the closest AED. AED location maps are available. Each user organization is responsible for complying with AED use and training pursuant to the law. For all outdoor physical activity events, the user organization is responsible for providing AED pursuant to the law. In the event that an AED has been used, the district must be notified.
- All rules and regulations of the Board of Education and provisions of the State of Illinois School Code are to be strictly observed by those using school property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for cancellation of the permit and for removing the users from the property and further shall bar such individual, group or organization from further use thereof

These include the following:

- a. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- b. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds or equipment.
- c. Any activity that conflicts with school activities, or the school district mission and vision.
- d. Any activity that is discriminatory in the legal sense
- e. Any activity that is prohibited by State and Federal statutes, including possession or use of weapons or gambling.
- f. Possession or consumption of alcoholic beverages or any other illegal substance at any time.
- g. Federal law prohibits smoking or vaping anywhere on school grounds and inside school buildings at any time. Sponsors of events will be expected to uphold this law.
- h. Signs, displays, or materials shall not be attached, nailed, or otherwise affixed to school facilities.
- i. Parking along curbs in front of school buildings is prohibited. All driveways must remain open for fire equipment in case of fire.
- j. District 118 does not authorize, cause, permit, encourage, direct, recommend or approve the posting of signs in violation of federal, state, or local laws or ordinances. District 118 does not authorize the use of its name on any material used in this manner.
- k. Under no circumstances shall a room be used to accommodate a group in excess of the legal maximum seating capacity for that room.
- l. User shall offer NO GRATUITIES to school personnel nor shall school personnel accept gratuities from the user
- m. School facilities may not be used for private or individual gain.
- n. User Groups entitled to free use of the building will be charged at the full rate if they join in profit-making enterprises with outside interests.
- o. Building will not be opened for less than fifteen (15) persons.

Hold Harmless

The School District, its employees and/or representatives shall not be responsible or liable for:

- a. Damages to personal property or other loss of materials brought into the school building by groups/users.
- b. Injuries to anyone which may occur on school property as a result of, or any way connected with, the subject activity.
- c. Property left on the premises during or after a scheduled activity. It shall be the responsibility of the user groups to remove all such materials from the building as soon as their event is over, unless prior permission has been granted by district administration.
- d. Cancellation of scheduled programs.
- e. In any event, any monies returned to the applicant shall be limited to the contracted use amount.