FREMONT SCHOOL DISTRICT 79
Facilities Usage Rules and Regulations

1. All organizations or individuals using the facilities must provide bona fide evidence of liability insurance at the time application is made. Please attach Certificate of Liability to your account setup.

2. Organizations using Fremont facilities shall hold harmless and to indemnify the Board of Education, and any members thereof, or any employees of the Fremont Board of Education against any loss suffered, any and all liability from whatsoever causes, including but not limited to damages, costs, investigations, and attorney fees arising out of said organizations use of facilities herein described. Please attach the Hold Harmless Agreement to your account setup.

3. In compliance with the Physical Fitness Medical Emergency Preparedness Act, applicants shall have present on site, during each game, practice, or other physical activity it conducts on District owned property, at least one person with current certification reflecting that he or she has successfully completed a course on CPR including the use of an automatic external defibrillator. Please attach CPR/AED User Certificate to your account setup.

4. The District Office will invoice your organization on the first of each month. Payment must be made to Fremont School District 79 in full within 15 days from the invoice date. Failure to make payments will result in termination of building usage until the account is current. In some cases, outside groups will be charged a security deposit of $150.00 and overtime for the district employee(s) on the premises. This will be determined at the time of securing the facility. Fees are based on your Class Structure and weekday or weekend rental. Please see the Class Structure sheet and Building Usage Fee Structure sheet. Sunday requests will also result in an automatic $25.00 custodial fee per event.

5. Applicants shall also supply any special supervision that is required and needed in regard to police protection, parking supervision, etc. if determined by the superintendent or their designee at the time of the application. For any **weekend** event, it will be determined by the district whether or not a district employee will be present during the event until the event has ended. The district reserves the right to decide if a district employee needs to be present during any other event. The renting organization will be responsible for any wages incurred by the employee.

6. MLSchedules will open on August 1st for requests for the school year and close on the last day of school.

7. Requests in all cases should be made at least three (3) days in advance of the planned program or activity. When building personnel have approved or disapproved the event, the applicant will be notified by email.

8. When the facilities are used in the evenings during the week, all events must end by 9:00 p.m. or by 5:00 p.m. on weekends, unless other arrangements have been approved by the Superintendent or the Director of Building,Grounds and Safety.

9. Cancellations must be requested at least three (3) days in advance of the program or activity. If the District is not notified of the cancellation at least three (3) days in advance, the organization will be charged the established rental fee.

10. The Board of Education, Superintendent, or the principal may cancel at any time any arrangements made for the use of the school premises. School activities shall have priority for space utilization if dates conflict with outside groups.

11. Renting organizations shall provide sufficient adult supervision at all times. Students must remain in the designated area of usage unless accompanied by the coordinator or person responsible. The amount of supervision will be determined at the time the application is completed.

12. All coordinators and persons responsible should arrive 15 minutes early to meet District employee to open the door.

13. A district employee will be responsible for opening the door at the beginning of the rental/event. The organization is responsible for letting in their own coaches/students as the door will remain locked. All doors must remain locked at all times and must not be propped open at any time.

14. It is the responsibility of the renting organizations to ensure that any rooms utilized by the organizations are returned to their original condition. This means that trash is to be placed in provided trash receptacles, tables are to be wiped down, floors are to be swept and furniture is to be returned to its original position. Broom, dustpan, and trash receptacles will be provided by Fremont School District 79.

15. All renting organizations will be responsible for damages created during the time of their use of the facilities. A determination of damages will be made by the Superintendent or the Director of Building, Grounds and Safety.

16. Fremont School District 79 shall not be responsible for the property left on the premises during or after a scheduled activity. It shall be the responsibility of the organizations to wait until the next school day to retrieve their property.

17. Use of materials on floors, walls, and other parts of the building is prohibited without the specific approval of the Superintendent.

18. Decorations shall be of a fireproof nature and shall be erected in a manner that will not disturb or destroy school property. Special decorations must meet the approval of the Superintendent.

19. Decorations or special effects shall be taken down and removed from the building by the organization using the facilities.

20. No street shoes are allowed on the gym floor; tennis shoes must be worn. Any equipment that may in any way cause damage to the floor, or any part of the gym may not be used. Any equipment in question must be approved by the Superintendent. Regarding baseball & lacrosse groups, there are to be no hard bats, hard balls, or spike shoes. If organizations are using the inappropriate equipment during practice, they will be asked to leave and will no longer be able to rent the facilities.

21. Fremont School District 79 owned technology equipment may not be used, i.e., laptops, LCD projectors etc. The PA system is available along with a podium upon request.

22. No food or drink is allowed in any of the gyms. All food and drink items are forbidden anywhere in the building except in the cafeteria/kitchen area.

23. Use of equipment in the kitchen must have prior approval.

24. In all advertising for such events, the school's name 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.

25. All sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the Superintendent.

26. Facilities cannot be used for individual parties.

27. Illinois state law prohibits smoking on Fremont school grounds and in all Fremont school facilities.

28. Alcoholic beverages and other drugs are not permitted on school property at any time.

29. All organizations or individuals using the facilities must follow the American Disability Act, outlined by the Department of Labor.

30. Violations of any of these rules could result in loss of privilege to use the facilities for the remainder of the school year.

31. The Facility Rules and Regulations are subject to addition or change at any time. Notification will be sent via email.

Revised: May 2025

I have read and agreed to the Fremont School District 79 Facility Rental Rules and Regulations.

Group Representative Signature: _____

Date: _____

FREMONT SCHOOL DISTRICT 79
Certificate of Insurance Requirements

All organizations or individuals using the facilities must provide bona fide evidence of liability insurance at the time application is made. Certificate of Insurance requirements are listed below.

Commercial General Liability Coverage

- *$1,000,000 Per Occurrence*
- *$50,000 Damage to Rented Premises (Each Occurrence)*
- *$1,000,000 Personal & Advertising Injury*
- *$3,000,000 General Aggregate ($2,000,000 will suffice)*
- *$3,000,000 Products/Completed Operations Aggregate ($2,000,000 will suffice)*
- *District should be named as an additional insured on a primary & non-contributory basis*

Commercial Automobile Liability Coverage (Only Needed if operations include using vehicles)

- *$1,000,000 Combined Single Limit*
- *District should be named as an additional insured on a primary & non-contributory basis*

Workers Compensation Coverage (Only needed if group has employees that will be on district premises – does not include volunteers)

- *Statutory limits*
- *Employers Liability Limits of $500,000/$500,000/$500,000*

Above coverages shall be from a company authorized to do business in Illinois and with at least an "A VII" rating from A.M. Best Company

· *If requested, organization must provide copies of applicable policy endorsements*

FREMONT SCHOOL DISTRICT 79
Hold Harmless Agreement

I, the undersigned, hereby state that I am the sponsor or appointed group representative of the organization use of the building. I hereby agree individually and on behalf of said organization, to indemnify and forever hold harmless the Fremont Board of Education, any board members thereof, or any employees of the Fremont Board of Education against any loss suffered, any and all liability from whatsoever causes, including but not limited to damages, costs, investigations, and attorney fees rising out of said organization's use of facilities herein described.

Organization Representative:

_____
Signature

_____
Printed Name Date

I have reviewed, understand and agree to comply with Fremont School District 79 Facilities Usage Rules and Regulations.

Organization Representative:

_____
Signature

_____
Printed Name Date

FREMONT SCHOOL DISTRICT 79
Class Structure

Class 1 School Affiliated Organizations

- District programs
- School sponsored events
- PTO sponsored events
- District employees
    - Athletic purposes

Class 2 Non- Profit Community Organizations (Non-fundraising) and other taxing organizations

- Scout groups
- Governmental - Tax supported bodies within District 79 and their affiliated organizations where no admission is charged and the usage does not have revenue generating as an objective.
    - Park district
    - Library
    - Police/Fire department
    - Public school districts
    - College of Lake County

Class 3 Non-profit Community Organizations (Fundraising)

- Non-profit organizations
- Non-public schools
- Non-public educational organizations
- Youth groups serving District 79 students
- Religious organizations
- Governmental - Tax supported bodies within District 79 where their use of facilities include admission/fees to an event and/or uses the facilities for revenue generating activities.
    - Park district
    - Library
    - Police/Fire department
    - Public school districts
    - College of Lake County

Class 4 For-profit Community Organizations

- For-profit programs
- Organized youth athletic programs
- Organized adult athletic programs
- Business, fraternal and social organizations
- Political organizations

Please note: Your time slot is subject to change due to school activities. The buildings will not be available for use during the week or weekends when school is not in session due to holidays or breaks.

WEEKDAY FACILITY CHARGES (Per hour - 2 hour minimum rental)
Monday-Thursday 5:00 pm - 9:00 pm

	Class 1	Class 2	Class 3	Class 4
Middle School Small Gym	None	None	$20.00	$25.00
Middle School Large Gym	None	None	$20.00	$25.00
Middle School Cafeteria	None	None	$20.00	$25.00
Middle School Classroom	None	None	$20.00	$25.00
Middle School Media Center	None	None	$20.00	$25.00
Middle School Teacher's Lounge	None	None	$20.00	$25.00
Intermediate School Gym	None	None	$20.00	$25.00
Intermediate School Cafeteria	None	None	$20.00	$25.00
Intermediate School Classroom	None	None	$20.00	$25.00
Elementary School Gym	None	None	$20.00	$25.00
Elementary School Cafeteria	None	None	$20.00	$25.00
Elementary Classroom	None	None	$20.00	$25.00

WEEKEND FACILITY CHARGES (Per hour - 2 hour minimum rental)
Saturday 8:00 pm - 5:00 pm
Sunday 11:00 am - 5:00 pm

	Class 1	Class 2	Class 3	Class 4
Middle School Small Gym	None	None	$45.00	$55.00
Middle School Large Gym	None	None	$45.00	$55.00
Middle School Cafeteria	None	None	$45.00	$55.00
Middle School Classroom	None	None	$45.00	$55.00
Middle School Media Center	None	None	$45.00	$55.00
Middle School Teacher's Lounge	None	None	$45.00	$55.00
Intermediate School Gym	None	None	$45.00	$55.00
Intermediate School Cafeteria	None	None	$45.00	$55.00
Intermediate School Classroom	None	None	$45.00	$55.00
Elementary School Gym	None	None	$45.00	$55.00
Intermediate School Cafeteria	None	None	$45.00	$55.00
Elementary Classroom	None	None	$45.00	$55.00

STAFF CHARGES

Door Monitor Fee (when required)	None	None	$55.00/hr	$55.00/hr
Sunday Request Custodial Fee	$25.00/event	$25.00/event	$25.00/event	$25.00/event

FREMONT SCHOOL DISTRICT 79
Contact Information

Our facility rental staff member can be reached at 815-529-6583. They will be available Monday-Thursday 4:45pm-9:00pm, Saturday 7:45am-5:00pm and Sunday 10:45am-5:00pm

If you need assistance with access to the building for your rental, please contact our facility rental staff member at 815-529-6583.

If you or one of your associates witness suspicious activity, please call our facility rental staff member at 815-529-6583.

In case of emergency, please consult posted evacuation maps and follow