ROUND LAKE
AREA SCHOOLS
Community Unit School District #116

Facilities Rental Handbook

This document provides detailed descriptions of the processes and expectations for organizations to utilize District facilities.

Facilities Department
January 2025

The Round Lake Area Schools (RLAS) CUSD 116 Board of Education recognizes the benefit of allowing recognized groups and organizations the use of District facilities and grounds for educational or recreational use (Board Policy 8:20 Community Use of School Facilities). The District may grant such approval upon the submission of an application. The District Administration believes that such use of any District facility or grounds shall not interfere with the daily school routine, educational program, or any school-sponsored student activity. Building and facility use will be governed by Board policy and administered by the Facilities Department in conjunction with the Principal of the building. The Board further recognizes that a rental fee or custodial services may be charged in certain circumstances.

The District reserves the right to refuse or cancel, without liability, any rental when, in its opinion, the use would not be in accord with the educational policy of the school and/or in the best interest of the community. The District reserves the right to interrupt any use-of-facilities contract should an emergency arise, as determined by the Administration. In such an event, every effort will be made to provide an acceptable substitute date or space.

If a conflict in date arises, the school's activity will have the highest priority. Rental of a building shall include only those dates, areas, time and equipment specifically stated in the application and no other. All activities shall be planned so that the building is closed by 10:00 p.m. Any request for changes must be made in writing 72 hours in advance and an additional fee may be required.

The District reserves the right to cancel a contract upon 24 hours' notice to the Applicant who submitted a Building Use Form. Full payment of the rental fee is required prior to the issuance of a facility use permit. The deposit will be forfeited if the applicant cancels the rental contract less than 24 hours prior to the event.

User Groups

The Board of Education currently categorizes the users of its District facilities into five (5) User Groups Rental priorities shall follow the order below, beginning with User Group 1 having highest priority when scheduling events.

Student and School Related Organizations (User Group 1): All approved student organizations of Round Lake Area Schools CUSD 116, booster clubs, parent associations, "feeder" sports programs, or other school affiliated organizations may use District facilities without charge. Charges may be made for out-of-pocket extraordinary expenses for booster and parent groups.

Other Taxing Organizations (User Group 2): Tax supported public bodies within District boundaries (e.g. park districts, townships) and their affiliated organizations when no admission is charged, and the usage does not have fundraising as an objective. If the organization is charging a fee these public bodies will be considered User Group X within the fee structure.

Not-for-Profit Organizations (User Group 3): Not-for-profit community groups such as boy/girl scouts, private schools, religious, cultural, recreational, civic, and other non-profit organizations within the District may be assessed a rental fee sufficient to cover direct cost to the District.

Private Ventures and Organizations or Individuals (User Group 4): This category includes all requesting groups who do not qualify for User Group 1, 2, or 3 statuses. Such organizations may be assessed rental fees.

For applicable organizations (User Group 3 and 4) a copy of the Internal Revenue Service letter approving tax-exempt status and a copy of appropriate licensure, if held, must be provide with the submission of the Facility Use Application.

Restrictions

- Lessee must comply with fire codes, life/safety codes, and all other applicable local, State and Federal laws.
- No alcohol, narcotics, or firearms or look a-likes allowed on District property.
- No violence or fighting of any sort.
- No smoking or vaping is allowed on District property.
- No food or drink shall be sold or consumed on district property without prior approval.
- No private parties.
- Meeting shall not be political in nature, subversive to the U.S. Government, or immoral, and shall not violate State or federal non-discrimination laws.
- No group shall attempt to raise funds or solicit contributions without prior approval.
- No tipping of District staff is allowed.
- Rentals are prohibited on district observed holidays.
- Rentals are automatically canceled when emergency (snow) days are declared.
- Profanity will not be tolerated.
- No Gas, Charcoal, or Propane Grills may be used on the property.
- No inflatable climbing or bouncing structures may be used on the property.
- The user shall not modify, alter, or place permanent fixtures or improvements upon the Facilities without the School District's prior written approval.

Insurance/Liability & Endorsements Requirements

The School District's liability insurance does not provide protection to any individual or organization using its facilities pursuant to an approved application.

Because the School Code prohibits community use of its facilities from resulting in any liability to the District by submitting an application, the applicant agrees to hold harmless, defend and indemnify the District, the Board of Education, its members, employees, agents, contractors or their successors against any and all claims, loss, liability, damage and expense, including attorney's fees and costs, incurred by any of the named parties in connection with or arising from the user's activities regardless of whether a claim is made that the District, the Board or any of the above named personas were negligent or acted in a wanton or willful manner or with a wanton or willful disregard for the injured party. The Board reserves the right to select its legal counsel should the need arise. This includes:

A. Any liability arising from use of the premises and operations;
B. Any liability arising from products used and operations completed;
C. Any liability due to bodily injury and personal property damage or loss claims from: (i) workers/volunteers for event, (ii) attendees/spectators of event, or (iii) the District;
D. Any liability due to explosion, collapse, or underground hazards; and
E. Any liability arising from athletic or sports participation.

A certificate of insurance, provided by the requestor of facilities, in the amount of at least $1,000,000 per occurrence or a greater amount as determined by the administration based on the nature of the activity and Tiered Safety Level for which the facility will be used. The certificate of insurance must name the Round Lake Area Schools CUSD 116 Board of Education as an additional insured and include sexual abuse and molestation coverage.

Safety & Security

The applicant organization must conduct, at its own cost and expense, criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, of all employees and agents that will be working on District 116 property. In addition, the applicant organization must also conduct a search of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for each employee or agent that will

work on the property. The applicant organization shall not send onto District 116 property, or allow to interact with students or any staff member of the District an employee or agent (1) for whom the applicant has not received the completed results of the criminal background check; (2) whose criminal background check reveals convictions that would prohibit employment by the School District under Sections 10-21.9 and/or 21B-80 of the Illinois School Code; (3) who appears on the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database; or (4) who has a history of other criminal conduct or inappropriate behavior which reasonably calls into question such individual's fitness to work near children.

Security During Event: An applicant may be required to hire off-duty police or District safety personnel during the requested use of school facilities for certain special events. Below are Tiered Safety Requirements for the provision of safety at the cost of the renter. The District has the right to modify requirements based on type of event and/or availability of personnel.

Tier	Risk Level	Group Descriptor	Security Level Required
Tier 1	Low Risk	Small meetings, 50 people or less to meet and converse	Renter assumes responsibility for a minimum of 2 District Safety Personnel. The type of event will determine the number of safety personnel required.
Tier 2	Medium Risk	Large meetings, 50-100 people. (Family nights, School fairs)	Non-District Renter assumes responsibility for 4 District Safety Personnel to be present and for any cost associated with such. In-district renter must submit request for safety and safety will be provided if budget and personnel is available to meet the needs of the request. The type of event will determine the number of safety personnel required.
Tier 3	High Risk	Groups or attendance of 101 + including Churches, car shows, carnivals, theatrical or dance shows, athletic competitions, sports camps, TV productions etc.	Renter assumes responsibility for minimum of 4 up to 12 District Safety Personnel for every 100 people expected up to 300 people. Uniformed officers may be required, or the hiring of bonded private security company at the cost of the renter, will be required with 300 + people. The type of event will determine the number of safety personnel required.
Tier 4	Special Hazard Use *Exceptional use, not the norm	Police and Fire training, Controversial rallies, celebrity or political forum/event, professional or semi-professional sporting events, Fireworks, helicopter landings, large concerts	Safety needs to be coordinated with the Coordinator of District Crisis & Safety.

Fees

The district reserves the right to charge fees for the use of its facilities. In addition to having insurance, renters must, where applicable, pay the proper fee(s) associated with use of facilities. District facility rentals are assessed in hour increments. Fees identified in this document will be good through June 30, 2026.

Should the renter choose to rent from Round Lake Area Schools CUSD 116 again, and the last event resulted in extensive clean up or any type of facility damages there will be an additional deposit required outside of the normal 25%. The Superintendent shall determine the amount of the deposit in this instance. The District reserves the right to make

adjustments to the fee schedule based on increases in the cost of operating facilities. **Under no circumstances is tipping of district staff allowed during the use of facilities.**
There are four different categories of fees: (1) fee for renting the physical space; (2) fee for any required or requested personnel; (3) fee related to the rental of equipment; and (4) fee assessed by the local police or fire department in relation to 911 calls or false alarms. Note that No Charge is represented by NC.

Facilities	User Group 1	User Group 2	User Group 3	User Group 4
High School				
Stadium	NC	NC	$125	$170
Concession Stand	NC	NC	$10	$15
Scoreboard	NC	$*	$*	$*
Tennis Courts	NC	NC	$50	$60
Baseball or Softball Diamond	NC	NC	$45	$50
Concession Stand (Interior)	NC	NC	$10	$15
RLHS Main Gym (Cap. 1400)	NC	NC	$35	$60
RLHS Auxiliary Gym (Cap. 600)	NC	NC	$30	$50
RLHS Upper Gym (Cap. 1270)	NC	NC	$25	$45
Wrestling Room (Cap. 60)	NC	NC	$25	$40
Gym Scoreboard	NC	$*	$*	$*
RLAS Theatre (424 Seats)	NC	NC	$35	$45
Band Room	NC	NC	$15	$20
Choral Room	NC	NC	$15	$20
Sound and Lights ^	NC	$*	$*	$*
Middle School				
Gym	NC	NC	$25	$40
Elementary School				
Gym	NC	NC	$20	$25
Multipurpose Room	NC	NC	$10	$20
All Schools				
Standard Classroom	NC	NC	$10	$20
Library	NC	NC	$20	$25
Student Cafeteria	NC	NC	$30	$35
Teacher Cafeteria/Lounge	NC	NC	$10	$20
Parking Lot Only	NC	NC	$10	$20

Note: Rental rates for whole or partial buildings will be determined based on current market value by the Business Office.

The following individuals (except for the Student Auditorium Technician) are required when renting District facilities. The rates for these services may vary based upon contract and are in addition to the space rental fee.

	Classifications of Organizations			
Services	**1**	**2**	**3**	**4**
Theater Sound/Lighting Technician (Adult)	NC	$44.18 per hour		
Auditorium Technician (Student)		$15.00 per hour		
Scoreboard & Sound Technician^	NC	$44.18 per hour		
Athletic Trainer (if not AED/CPR Cert)	NC	$32.00 per hour (Workday)/$48.00 (After Workday & Saturday)/$64.00 (Sunday)		
Kitchen Technician	NC	$23.00 per hour		

Security Personnel	NC	$32.00 per hour (Workday)/$48.00 (After Workday & Saturday)/$64.00 (Sunday)
Custodial Personnel	NC	$30.00 per hour (Workday)/$45.00 (After Workday & Saturday)/$60.00 (Sunday)
Snow Removal (per removal)	NC	$36.00 per hour (Workday)/$52.00 (After Workday & Saturday)/$68.00 (Sunday)

Note: Workday is typically 8 hours. Start and end times are dependent on position and level of school (i.e. elementary, middle, high) but typically run between 7:00 a.m. and 4:00 p.m. or 3:00 p.m. and 11:30 p.m.

The following equipment is available for rental. Please note that the fees for some items are per piece.

	User Groups			
Equipment	**1**	**2**	**3**	**4**
Lectern/Podium	NC	$15.00	$25.00	$35.00
Tables (per item)	NC	$2.50	$5.00	$8.00
Chairs (per item)	NC	$1.00	$1.00	$2.00
District Microphones & Mic Stands *Renter may provide own microphone at no charge	NC	$15.00	$25.00	$35.00
LCD Projectors (per item)	NC	$15.00	$25.00	$35.00
Risers (per item)	NC	$10.00	$10.00	$20.00
Piano (per item)	NC	$50.00	$50.00	$50.00
Computer/DVD/Monitor (per item)	NC	$15.00	$25.00	$35.00
Speaker and Sound Systems at Middle or Elementary Schools	NC	$50.00	$75.00	$100.00

Safety Violations

For any false fire alarm call, ambulance call, false 911 call, or triggered alarm the renter will be assessed the rate charged by the Round Lake Area Fire Protection District or the Village Police Department.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the District shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charges may be filed against the offender. If the individual offender is not known, the Organization/Requester is liable for damage costs. If the organization refuses to make payment, the organization will not be allowed to use District facilities again. If the group does not report damage or theft, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred. A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

Concession Stand or Kitchen Rental

If the rental of the kitchen or concession stand is requested, two options are available:

1. A Round Lake School District #116 representative that has been trained in the use of the equipment must be present during the rental period; or
2. The high school Booster Club will run the concession stand during the event and will retain all profits from the total sales.

If option one is selected the District representative fee is not included in the rental of the concession stand or kitchen.

Signage/Advertising

All signage or advertising material that an organization wishes to hang or distribute must be reviewed and approved by the Executive Director of Engagement and Community Relations. Once approved, the Renter must:

- Indicate the location of the signs and cannot deviate from those locations;
- Store and maintain the signs; and
- Remove all signage before exiting the event space.

The District RLAS will remove any sign not on record as being approved.

Health & Wellness

It is required that event organizers have an individual on site during the length of the event that is certified and able to administer CPR and use AED equipment. If it is determined that your organization utilizes our facilities without a certified individual on site the organization risks the use of District 116 facilities in the future and will be held legally liable for any damages that may occur as a result of a health emergency.

Application Process

Applications for the use of District facilities should be made on-line at least ten (10) days prior to the desired use date and may be filed by adults only. All information must be completed. When approved or disapproved, an email will be sent to the applicant. Requests will be accepted on a first come-first serve basis after July 1st of each year.

In case of cancellation, the Operations Department must be notified at least twenty-four (24) hours prior to the scheduled event, or charges may be rendered.

Round Lake Area Schools CUSD 116 has implemented a web-based program (FS Direct) to manage all facility usage requests. FS Direct is an event planning program which allows individuals to make room reservations and request services on-line. A FS Direct link is located on the Building Operations page of the Round Lake Area Schools CUSD 116 website (www.rlas-116.org). A Site Administrator (i.e. Principal, Assistant Principal, Associate Principal) has been assigned to each building and will respond to the request within a reasonable amount of time. If an event hasn't been approved or declined within 24 hours in which the request was made, please contact the site administrator listed in the confirmation e-mail.

Payment Process & Timelines

Once the application has been reviewed (allow 3-5 days for processing) and approval is confirmed, the applicant has seven (7) business days to return the signed contract, proof of insurance, 25% deposit, and other deposit fees where applicable. Payments can be made by credit card, business check, cashier's check, or money order; personal checks will not be accepted. If the renter has a prior unpaid balance, due to prior unforeseen damages from a previous event, the requested reservations will not be approved until said balance is paid in full.

The balance of the rental fee, after applying the deposit, for the facility is due within 30 days of the event date.

If there are changes to the renter's request, they must be requested within 96 hours start of the event. Any request for changes on behalf of the renter (not related to inclement weather building closures) must be made in writing ninety-six (96) hours in advance of the activity. The renter shall be notified within 72 hours if the district can accommodate request. As a result of modifications to the original request, additional fees may be applied, if the modifications are approved. No reductions to the original request including revised event time, early exit, or non-use of requested equipment will be honored within the 96-hour time frame.

Fee Waiver (Full or Partial) Process

Renters may request a fee waiver to cover all or partial payment of rental fee(s) and any other associated costs related to the rental. If the renter is wishing to submit a Fee Waiver Application, they must submit their request, using the prescribed form, to the Chief Financial Officer at the same time as submitting an electronic request for the use of district facilities. No waiver will be considered after the application for use has been approved except for in cases where proven hardship occurs after the application has been approved. The fee waiver form is reviewed by the Superintendent and/or his/her designee and is considered on a case-by-case basis. You will be notified within 7 business days, after application review, if your fee waiver has been approved, along with your request for facilities.

Cancellation or Change in Date

The District reserves the right to cancel a contract upon twenty-four (24) hour notice to the renter who signed the agreement. Occasionally, activities scheduled on a long-term basis will have dates that conflict with events that are later planned by the regular school program. Should this occur, every effort will be made to find another appropriate space.

Cancellations requested by the renter must be made twenty-four (24) hours in advance of the scheduled event or renter will be liable for fifty (50%) the rental fee and any custodial overtime that may occur. If the applicant cancels the facility usage agreement less than 24 hours prior to the event the entire amount paid will be forfeited.

If the renter chooses to cancel the facility rental due to the district's inability to meet requested changes, the applicant can either continue with event as originally requested or submit for a change in date or for a new facility that would better suit their needs. However, should the renter choose to cancel because they do not want to request a new date or request a different facility, monies submitted become non-refundable.

Renters should check the district website at www.rlas-116.org in the event of inclement weather building closures. Should this occur, the renter will be notified by the district and shall be given alternative dates and times for use of facilities. Should the renter no longer wish to use facilities, the renter shall be refunded monies paid toward the rental of facilities.

If an organization has an unpaid facility-use balance due to unforeseen damages that occur during event(s) the District reserves the right to deny any new request until the account is paid in full and to seek assistance in collecting the fees from a collection agency.

Force Majeure: Beyond the Control of the Parties

A party shall not be held liable for failure of or delay in performing its obligations under this Agreement if such failure or delay is the result of an act of God, such as earthquake, hurricane, tornado, flooding, or other natural disaster, or in the case of war, action of foreign enemies, terrorist activities, labor dispute or strike, government sanction, blockage, embargo, or plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, or other employee restrictions or failure of electrical service. The non-performing party must make every reasonable attempt to minimize delay of performance. In the event *force majeure* continues longer than 120 days, either party may terminate the Agreement, repaying the full amount of the deposit within 10 days of termination notice.

Expectations During a Pandemic

Renters of District facilities during a pandemic are required to adhere to all rules and regulations that the District must observe. These rules and restrictions are often communicated from entities such as the: Governor, Illinois Department of Public Health, Centers for Disease Control, Illinois High School Association (Athletics) and the Illinois State Board of Education. Sample regulations include: (1) capacity limits; (2) distancing requirements; (3) health screening expectations; and (4) contact tracing.

RENTER'S DETAILED PLAN: The renter will need to present a detailed explanation of their plan for ensuring that all local, state & district guidelines will be followed during their rental.

- Submit in writing to the Chief Operations Officer prior to being approved to start the rental.
- Including, but not limited to, how the organization will address local, state and federal regulations (i.e. plan for social distancing, number of participants and spectators, sanitizing protocols, and the use of face coverings or other protection).
- Include who will be responsible for onsite supervision of the event.

General Rules and Regulations

Upon submitting the facility-use online application you acknowledge your acceptance of the following conditions. Violations of the rules or damage to the facilities and/or equipment will result in additional charges being assessed to make repairs or purchase replacement items.

Supervision:

- An adult leader, as named on the application that is 21 years of age or older, from the organization must be present from the time of entry stated on the Facility Usage Application until all participants have left the premises. If an adult leader cannot be presented to District staff the event can be cancelled immediately, if deemed appropriate.
- Upon arrival to the facility the organizational leader should meet with the District/Building Administrator to walk the facility/area that is being rented to inspect current condition, assure all rented items are present, and services (i.e. lights, sound, microphone) are functioning properly.
- It is the responsibility of the organizational leader to:
    - make certain that the facility is used for the intended purpose stated in the original application;
    - report any injuries and/or damage/theft to/of property immediately to the District/Building Administrator or representative on-site;
    - make sure that any building items, materials, athletic equipment, furniture that are allowed to be used during event, are put back in its proper place after event has concluded;
    - make sure that building materials, athletic equipment, and furniture not approved for use are not used in any way;
    - familiarize him or herself with fire and tornado procedures in order to effectively directs the group in the event of an emergency;
    - control of the behavior and location of participants involved in the activity and to ensure that he or she remain in the area authorized in the application; and
    - assure that a minimum of one individual is onsite during event who is CPR/AED trained.

Safety Regulations:

- All District facilities are non-smoking and Drug Free zones. Drugs, other than prescribed by a licensed practitioner are not permitted on any District property.
- No guns, firearms, explosives, hazardous chemicals (unless when permitted under hazard use Tier 4) are permitted in school buildings or on the school grounds.
- School, City, State and fire and safety regulations will be observed at all times. Fire hydrants on school property are not to be blocked or tampered with at any time. Fire lanes are to remain clear at all times or risk being towed and fined.
- All school district board policies related to student and staff safety must be followed.
- Gambling, drinking, smoking, or possession and/or sale of intoxicants and illegal chemicals in school buildings or on school property, including parking lots is strictly prohibited.
- Food may only be served in the capacities noted under kitchen use.
- Adequate preparation must be made for the possibilities of high traffic during events, including, but not limited to pedestrian safety, safe entrance and exit for cars to and from the main road.

- No employee of RLAS 116 shall be subjected to harassment or physical abuse during the renting of a facility. Any report will be investigated and if just cause is found, the renting organization will forfeit its ability to rent from the District again.
- Should any employee of RLAS 116 witness any child neglect or abuse, including violation of child labor laws, they are required by law to report this to DCFS. If just cause is found, the renting organization will forfeit its ability to rent from the District in the future.
- All participants of an event must exit the building within the time frame allocated on the rental agreement. If an event participant, who has not left the building, triggers the alarm, the group or organization will be responsible for cost the alarm call.
- If a false fire alarm is triggered, the renting organization or group shall be responsible for the cost of the fire department call.
- Should an ambulance be called to an event for a sick participant, the district shall not be held liable for the cost of the ambulance call, even if a district employee makes the call.
- No group is allowed to use the AED machines in any building unless they have trained personnel at the event whose certificate is registered with the district.
- If there are RLAS 116 students in the building during the rental of the building, no group or participant shall solicit or harass any student to participate or to take information related to the event or the organization.
- Facility users must agree to the District's After-Hours Crisis Plan by reviewing and acknowledging/agreeing, in writing, with the plan prior to usage occurring.

Application Limitations:

- All use of facilities will begin and end at the times noted in original application. If building use goes over the allotted time, renter is subject to additional charges, including, but not limited overtime for custodial staff.
- No group or organization may sublet the approved use of facility.
- In-district groups using facilities and charging an admission fee must have followed all collection procedures as outlined by the District's Business Office.

Physical Space:

- Furniture and equipment not approved for use through application may not be moved or altered in any way.
- Chemicals or items that have a staining effect cannot be used.
- Damage caused by the use of tacks, tape, nails, glue, ink, paint, or decorative pieces is prohibited.
- Groups may not intentionally leave propaganda or solicitation materials in the building, or on the grounds of the school property, after they have exited.
- Low attendance policy: Maximum use of school facilities is desired. Small group use of large facilities is discouraged. Permits may be cancelled if it is believed there will be a low turnout. The renter may, at that time, pick another facility more appropriate for the size of its event.

Equipment:

- Only the organization or group can access the equipment that is noted in application. No other equipment or building materials may be used unless noted in application.
- The district assumes no liability to any damages caused to items, materials, furniture, or equipment that belong to the organization should it get damaged during the renting of the space.
- Sporting equipment rented from the District must be used in areas to which they were designed for.
- The United States Flag is not to be removed, nor desecrated, during an event.
- Any equipment noted by District/Building Administrator as being missing after the event will be investigated, reported to police, and where applicable the renter shall assume responsibility for the replacement of said materials or equipment to the satisfaction of the district.
- Any items left behind by any organization will be considered forfeited after 30 calendar days of the first day of the event.

- The District is not responsible for any monies lost in any vending machines located in a district facility.
- The District does not guarantee that vending machines will be full or able to be used during the renting of any District space.

Use of Auditoriums:

- Only RLHS Auditorium Technicians may operate lights, sound systems, etc. in the auditorium.
- Food, with the exception of baby formula, is not allowed in the auditorium.
- Removal or use of props, unless noted in application, is strictly prohibited.
- If dressing rooms need to be used, this must be noted in the application.

Use of Kitchen or Concession Facilities:

- Use of kitchens is prohibited unless serviced by District personnel hired at the cost of the renter.
- Cafeterias may be used; however, the district assumes no responsibility for food borne illness to guests or workers.
- Alcoholic beverages are strictly prohibited.
- Cannabis laced foods, even those medically approved, are prohibited, as well as any other illegal substance laced foods or candies.

Use of School Grounds & Athletic Fields:

- Professional sporting events are considered a Tier 4 Hazard and must get special approval from the Superintendent or his/her designee.
- Someone who is trained through the District, at the cost of the renter, must operate the stadium sound and scoreboard system.
- No motorized vehicles are allowed on school athletic fields other than emergency vehicles.
- Someone trained or approved by the District may operate concession stands equipment.
- Renter must have someone on hand that is CPR trained and AED certified.
- All Board policies apply to those individuals who use school grounds and district fields, including (but not limited to) policies 8:20 Community Use of School Facilities, 8:30 Visitors to and Conduct on School Property, 8:30 Visitors to and Conduct on School Property, and 4:170 Safety.

Use of Gymnasiums:

- Unless otherwise approved, District owned sports equipment may not be used during rental.
- Payment for any damages to gym floors, bleachers, equipment, backboards, gym curtains, gym dividers, etc. will all be the responsibility of renter.
- Street shoes are not allowed to be worn by athletes using the gym.

Acknowledgement Statement

The following statement will be added to the electronic application and must be checked in order to be able to complete the process.

> I have read and understand the contents of this manual and will comply with all provisions of this manual and any and all other policies, rules and guidelines of the District. I further understand that it is my responsibility to present any questions or seek clarification prior to finalizing my Facility Use Application. Violation of provisions and expectations within this manual may result in revocation of future use of District facilities.

INDEMNITY FOR USE OF SCHOOL DISTRICT PROPERTY

In consideration of permission granted by Round Lake Area Schools #116, Lake County, Illinois, to the undersigned to use the following School District property:

Location: _____
Date(s): _____
Room: _____
Time: _____
Purpose: _____

I, the undersigned, on behalf of myself and my organization as listed below (as applicable), acknowledge and understand that the Board of Education of Round Lake Community Unit School District No. 116, and its individual board members, officers, agents, representatives, employees and volunteers make no representations or warranties as to the condition of any School District property and that we are utilizing such property at our own risk.

Further, in exchange for the privilege of utilizing the School District's property, I, on behalf of myself and my organization, hereby irrevocably release the Board of Education of Round Lake Community Unit School District No. 116, it's individual Board Members, Officers, Agents, Representatives, Employees, and volunteers, from any and all responsibility, liability, claims, damages, losses (including, but not limited to, any claims based upon alleged negligence or gross negligence), for personal injury, damages, accident, or illness incurred as a result of, arising from or related to our use of any school District property.

Moreover, I, on behalf of myself and my organization, and our agents, representatives, assigns, heirs, and successors hereby waive, relinquish, and indemnify and hold harmless, the Board of Education of Round Lake Community Unit School District No. 116, its individual board members, officers, agents, representatives, employees, and volunteers, from and against any and all claims, demands, suits, causes of actions, whether known or unknown, past, present, or future, including, but not limited to, any and all costs, expenses, and attorneys' fees, by reason of allergic reaction, injury, death, or loss of or damage to a person or personal property, arising out of, in connection with, or in any manner related to our use of any School District property.

To the extent that our use of School District property will involve physical activity, I, on behalf of myself and my organization, certify that we are physically and mentally fit to utilize School District property for our intended purpose. Further, we recognize that certain hazards and dangers are inherent in any physical activity and that we voluntarily assume such risks, including, without limitation, the condition of the School District property.

Dated this _____day of _____, 202___

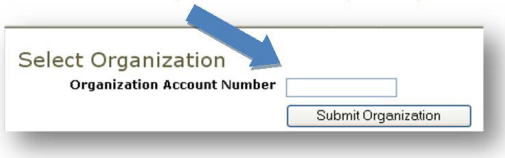
Organization: _____
Representative: _____
Address: _____
Contact Number: _____
Signature: _____

QUICK STEP GUIDE FOR BUILDING USE RESERVATIONS

1. Open your Internet Browser (e.g. Internet Explorer, Fire Fox) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on Go.

   *If you have logged in before, please skip to Step 3.

2. If it is the first time your computer has been to the website, enter the Organization Account number 949744640 and click Submit Organization as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.



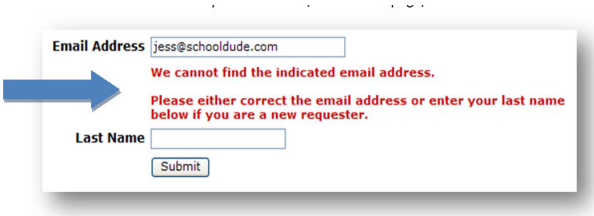
   You may also copy this link and paste it into the web address window:
   https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=949744640

   TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:
   a) Find a blank area on the next page.
   b) RIGHT click your mouse.
   c) Select Create Shortcut If Using Internet Explorer or Bookmark This Page if using Firefox.

   This will add an icon on your desktop that you can double click or a bookmark to select the next time you want to sign in (allowing you to skip steps one and two).

3. Enter your email address and click Submit.

4. If a RED message pops up noting that it can't find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.

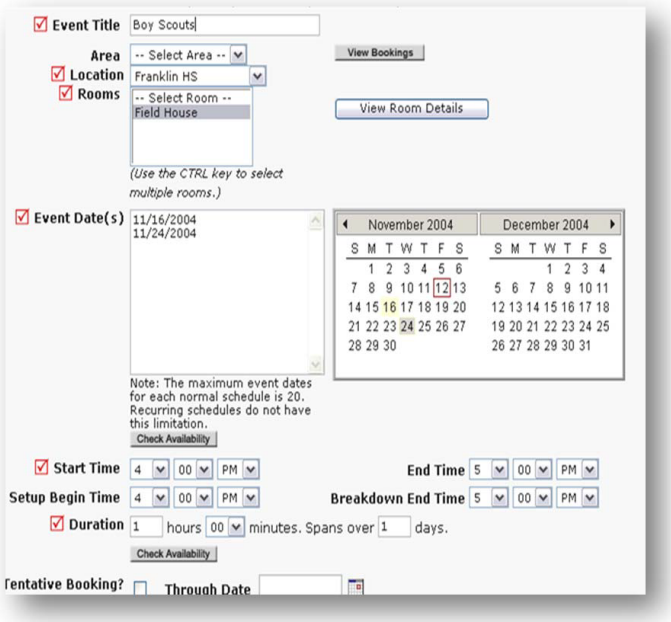


To submit a Schedule Request, click on the Schedule Request tab and then select the schedule type:

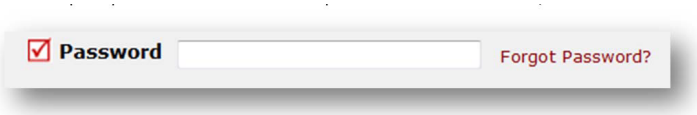
Fill out all boxes with a mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop

down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the "*Check Availability*" button to verify you are not double booking a room.

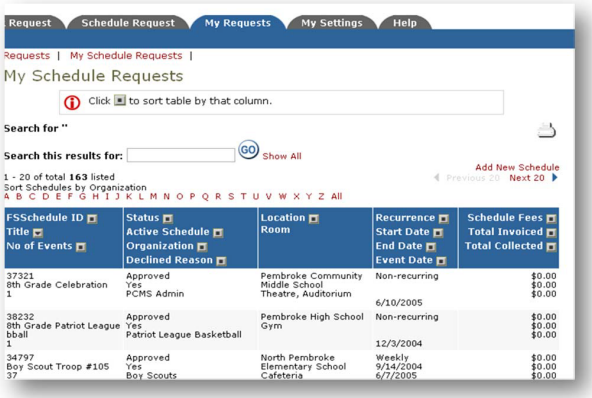
The "Duration" and "Spans Over" (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "AM" or "PM".



Follow the same process to fill out the remaining sections on the request form. At the bottom of the page you will be prompted to enter the submittal password of "schooldude", then click Save.

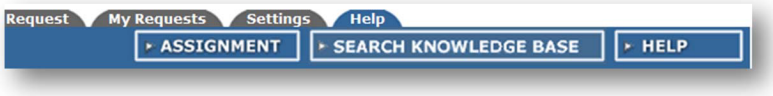


You can review any requests that you have entered into the system. Click on the My Requests Tab then My Schedule Requests. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

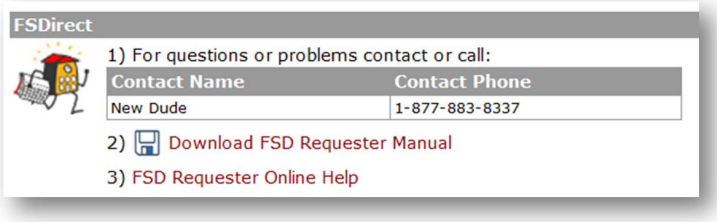


Need any help?

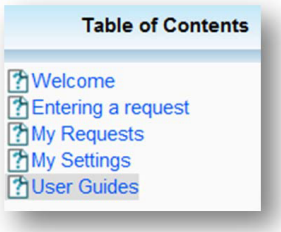
There are several ways to get help or your questions answered by us here at SchoolDude.com. First, you'll notice the HELP tab as well as the HELP button located at the top of your account.



Once you click on either of these Help options, you'll see the HELP page list your help options. If included, you'll first see a listing of local phone numbers that can be used to touch base with someone locally. Next, you'll see a link to download the Requester Manual. And lastly, a link to our online help:



In our Online Help, you'll see information on entering a request, using your My Request tab, Settings and User Guides.



In the User Guides, you'll see an interactive help movie where you can walk through the steps of entering in a new request. You'll also see a quick step guide as well as the manual for download again.