

Application for Use of School Buildings or Grounds

General Use Form

Renter Information

Name of Organization or Individual Making Request: _____

Fee Charged for Players/Participants? ☐ Yes ☐ No Non-Profit Organization: ☐ Yes* ☐ No * If yes, proof of Non-Profit status requiredSpectator/Admission Fee Charged? ☐ Yes ☐ No

Person(s) who agree(s) to be responsible for good order and payment as representing the above organization:

Name of Contact Person (please print)

Name of Alternate Contact Person (please print)

Mobile Number for Contact Person

Mobile Number for Alternate Contact Person

E-Mail Address for Contact Person

E-Mail Address for Alternate Contact Person**Billing Information**

Street Address

City, State and Zip Code

Event / Rental Information

Building Requested to be Used: _____

Portion of Building or Grounds Requested: _____

Day(s) of Week Requested: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ SaturdayStart Date: _____ End Date: _____ Start Time: _____ ☐ AM ☐ PM End Time: _____ ☐ AM ☐ PM**If Multiple Dates, Please Attach or List:** _____

Purpose of Use: _____

Please indicate below (or attach) physical arrangement and number of chairs, tables, etc.*

* A charge will be assessed for custodial services for set-up and clean-up time.

Site Amenities for Stadium Field at HHS: ☐ Scoreboard ☐ Lights Times for Lights ON: _____ OFF: _____Number of People Expected: _____ Will food or beverages be served? ☐ Yes ☐ No

If approved, your rental is subject to the guidelines contained within this application. Please sign acknowledging that you have read this application in its entirety and agree to all guidelines as indicated. No reservations will be accepted without this acknowledgement. Upon completion, please forward the application to: **Lorie Woods, Director of Administrative Services** by mail to **650 Dr. John Burkey Drive, Algonquin, IL 60102** or by email to lwoods@district158.org.

Renter's Name (please print)

Signature of Renter or Initials if submitting by e-mail

Date

FOR OFFICE USE ONLYPriority: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5Non-Profit Status: ☐ N/A☐ Received _____
Date

Insurance Verification _____

Customer ID # _____

FMX Request # _____

Director of Administrative Services

Date Entered

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ALLOCATION FOR USE OF SCHOOL FACILITIES WILL BE MADE ON THE FOLLOWING PRIORITY BASIS:

Requests must be made at least **one (1) week prior to the requested date of use** and will be recorded in the following priority order:

First Priority	School / District Activities (PTA/PTO, Boosters, Education Foundation)	No Room Rental Charge Damage Repair Charge (if required)
Second Priority	Student Related Not-For-Profit Group Activities* (Scouts, Park Districts, Villages, Local Taxing Bodies, etc.)	Rental Charge (revenue generating events only)+ Custodian Time Charge Damage Repair Charge (if required)
Third Priority	Community Not-For-Profit Groups* (Churches, Chamber of Commerce, Lions Club, Jaycees, Youth Athletic Leagues, etc.)	Rental Charge Custodian Time Charge Damage Repair Charge (if required)
Fourth Priority	In-District Organizations, Groups or Individuals (Organizations and Individuals residing within District 158 Boundaries)	Rental Charge Custodian Time Charge Damage Repair Charge (if required)
Fifth Priority	Non-District Organizations, Groups, or Individuals (Organizations, Groups, and Individuals residing outside of District 158 attendance boundaries)	Rental Charge + 20% Custodian Time Charge Damage Repair Charge (if required)

* Proof of Not-For-Profit status required

+ Beginning July 1, 2019, all Second Priority renters will be charged 50% of the facility rental fee for all **revenue generating events**. These fees will be applied in addition to Custodian Time Charge for all time devoted to the rental including opening, setup, and clean-up during or after the event.

Revenue Generating Events: Programs, activities, or events that generate revenue for the renter (i.e. a fee is charged to participants or attendees for which the rental is intended – basketball, volleyball, summer camp, extended time care, etc.), or if coaches, instructors or staff receive a salary, stipend or other type of compensation. The District, working with the renter, shall make the determination.

FACILITY / PERSONNEL RATES

	<u>PER HOUR</u>
• Spectator Gym (East Gym at Huntley High School)	\$140.00
• Gymnasium (Elementary Schools, Middle Schools, and Central Gym at Huntley High School)	\$83.00
• Auditorium (Middle Schools)	\$55.00
• Multi-Purpose Room (Elementary Schools)	\$34.00
• Cafeteria (All Schools) / Commons Area Across from Cafeteria (Huntley High School)	\$34.00
• Classroom (Middle Schools & High School Only)	\$17.00
• Field House (Huntley High School) – Single Court	\$108.00*
• Field House – Track	\$75.00*
• Outdoor Athletics (Huntley High School)	
o Tennis Courts, Soccer / Football Fields, Softball/Baseball Fields**	\$28.00
• Fields (Elementary Schools) / Outdoor Athletics (Middle Schools)	
o Soccer / Football Fields, Track	\$28.00
• Stadium Field (Huntley High School)	\$225.00***
o Stadium Lights	\$75.00***
o Stadium Scoreboard	\$50.00***
o Stadium Track	\$150.00***
• Custodian – Opening, Set Up, Clean-up	\$28.00/person
• Additional Required District Event Supervisors (Field House & Stadium Field)	\$28.00/person

FACILITY RATES

	<u>PER RENTAL DATE</u>
• Outdoor Common Areas Designated by District 158 -- maximum 10 hours per day	\$28.00
• Toilets at Concessions (at Huntley High School) -- maximum 10 hours per day	\$28.00

All of the above **indoor rentals** include use of rest rooms. All rentals include use of parking lots.

* Field House at Huntley High School – 2 hour minimum rental; Rental fee includes one required District Event Supervisor. Additional supervisors may be required as determined by District 158 and will be charged to the renter at the rate of \$28.00 per hour per person.

** District 158 will provide appropriate field maintenance materials for renter use. Renter will be charged \$15.00 per bag used (regardless of the amount used - if you break it open, you will be charged). Only District provided materials may be used on the fields and the appropriate material for the field will be placed in the dugout. Fields must be restored to the same condition as when provided or renter will be charged a maintenance fee of \$28 per person per hour. Ongoing occurrences or failure to restore fields to the same condition will result in the suspension of future rentals.

*** Stadium Field at Huntley High School – 2 hour minimum rental; Rental fee includes one required District Event Supervisor. Additional supervisors may be required as determined by District 158 and will be charged to the renter at the rate of \$28.00 per hour per person.

Renter's initials acknowledging compliance with terms and conditions as stated above: _____

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CHARGE FOR CUSTODIAN TIME

All time devoted to the rental by District 158 custodians including opening, setup, and clean-up during or after the event must be paid by the user. The rate charged for custodian time has been determined at levels established to recover actual cost. An appropriate District employee **MUST** be in attendance during all activities. The number of service personnel needed shall be determined by District 158.

STADIUM AND FIELD HOUSE AT HUNTLEY HIGH SCHOOL

1. NO food, soda, Gatorade, gum, sunflower seeds, glass, fireworks, pets, cigarettes, or any sharp objects that will risk damage to the facility and/or possibly injure players is allowed. The facility must also be kept free from debris. ***WATER IS THE ONLY BEVERAGE PERMITTED ON THE STADIUM FIELD AND IN THE FIELD HOUSE.***
2. Lights must be turned off by 9:00 p.m., Sunday through Thursday, and by 10:00 p.m. on Friday and Saturday. **(Stadium Only)**
3. Only authorized adults shall be allowed in the press box or on photography platforms. **(Stadium Only)**
4. Rental activities must conclude no later than 9:00 p.m. **(Field House Only)**
5. Additional District Event Supervisors shall be charged to the renter at the rate of \$28.00 per hour per person. The number of service personnel needed shall be determined by District 158.
6. District 158 reserves the right to cancel the rental of the facilities at any time due to unforeseen circumstances, including but not limited to Athletic Department scheduling, unplayable conditions, rescheduled or newly scheduled District events, etc.

BILLING

1. Invoices will be prepared and sent within 20 days following the end of the month in which the rental occurred. For example, a rental that occurred on September 15 will be billed on or before October 20. Invoices will be sent ***via email*** to the responsible party or organization.
2. Payment is due in full 30 days after the invoice is sent. A Second Notice will be sent 60 days after the original invoice was issued. The Second Notice will include a \$25 late fee per invoice. If payment has not been received within 90 days after the original invoice was issued, the debt will be referred to Collections.
3. Failure to make payment of the invoice and the \$25 late fee within 60 days of the original invoice being sent will result in the ***immediate cancellation*** of all future approved/scheduled rental activities until payment in full has been received.

GUIDELINES FOR USE OF SCHOOL BUILDINGS OR GROUNDS

1. ALL rentals must be preapproved by the Director of Administrative Services. In addition, **ALL** communications regarding your rental is to be directed to the Director of Administrative Services. Do not contact the school office, Principal, Athletic Director, or individual coaches.
2. **ALL** requests for changes to a scheduled rental including, but not limited to, dates, times, location, etc. must be preapproved by the Director of Administrative Services.
3. A Certificate of Insurance must be provided a minimum of two weeks prior to the first rental date.
4. All activities are to be confined to the portion of the building or grounds as stated on the approved permit. Groups will be permitted to enter the building ten (10) minutes prior to their scheduled start time and must exit the building within fifteen (15) minutes of their scheduled ending time. ALL groups must be properly supervised at all times by a person 21 years of age or over. **Scheduled time includes setup, decorating, tear down, and clean-up by renter.**
5. **Safety/Emergency:**
 - a. A **Fire & Severe Weather Safety Plan** indicating the fire evacuation route and shelter in place (tornado) location is posted in all rooms in all District 158 buildings. *Renters should familiarize themselves with these posted plans and be prepared to carry out such plans in the event of an emergency.*
 - b. In the event the fire alarm is activated, everyone **MUST** exit the building, re-entering only after being given clearance by the local Fire Department or other authorized individual.
 - c. In the event the tornado siren is activated, everyone **MUST** report to the designated shelter in place location and remain in the shelter location until clearance has been provided by an authorized individual.
 - d. In the event of a **life-threatening emergency** other than fire or tornado, renter should ***immediately*** call 911 and notify the custodian on duty when time permits.
 - e. In the event of an emergency other than fire or tornado (i.e. burst pipe, gas leak, hazardous chemical spill, weapon, etc.), renter should ***immediately*** evacuate the area and contact the custodian on duty.
 - f. In the event schools are closed due to inclement weather, all afternoon and evening rental activities in the buildings will be cancelled. In the event of an **EMERGENCY SCHOOL CLOSING during** the school day, all afternoon and evening rental activities in the building will be cancelled. Depending on the nature of the emergency, an exception may be made for the Extended Time program only.
 - g. No portion of sidewalks, entries, aisles, fire exit doors, fire lanes, fire extinguishers, fire pull stations, AED units, etc., may be obstructed/blocked, or cause to be used for any purpose other than its intended purpose.
 - h. Parking at the facility must be in designated parking lots/areas only. No unauthorized parking will be allowed (i.e. in front of fire hydrants, on sidewalks, in loading zones, on the grass, in handicapped spaces, in driveways, etc.).
6. No alcoholic drinks or controlled substances shall be brought to, served, dispensed, or consumed on school property. Smoking is **NOT** permitted on school property at any time.
7. No individual or entity may post advertisements, signs, fliers, etc. on District property without prior approval of the Superintendent or designee.
8. Use of District buildings or grounds that threatens the proper care of the facility or the safety of individuals present is prohibited. All users of District buildings or grounds shall abide by Board Policy 8:30, *Visitors to and Conduct On School Property*.

Renter's initials acknowledging compliance with terms and conditions as stated above: _____

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9. Renters will be responsible for repair or replacement of all damaged District property/equipment resulting from use or misuse. In the event of breakage or damage to District property/equipment of any kind, the renter should report the breakage or damage to the custodian. An invoice for the repair or replacement will be sent to the organization/responsible party.
10. Renters may bring their own personal property for use. ALL personal property must be removed from the premises immediately after rental unless prior arrangements have been made. The District shall not be responsible for the renter's personal property in any way.
11. Signs, displays, or materials may not be permanently attached or otherwise affixed to school facilities, and must be removed promptly at the conclusion of the event. Signs, displays, etc., may **not** be affixed to athletic fencing without District approval. Contact the Director of Administrative Services for approval procedure.
12. District 158 reserves the right to enter into a separate agreement notwithstanding the Application for Use of School Buildings or Grounds.
13. Cancellations for indoor use must be called or emailed to the Director of Administrative Services a minimum of 48 hours in advance of the scheduled rental in order to avoid being charged a No Show/No Cancellation Fee of \$25 per scheduled room.
14. Cancellations for outdoor use, *including cancellations due to weather*, must be called or emailed to the Director of Administrative Services within 48 hours of the decision to cancel in order to avoid being charged the full rental fee per scheduled field.
15. Ongoing occurrences of cancellations or failure to show for scheduled rentals will result in the suspension of future rentals.
16. The Superintendent or designee may cancel this permit in the event the District property is used contrary to the purpose of which permission is granted. Additionally, a permit is subject to cancellation should the permit granted conflict with any Priority I activities which may arise subsequent to the issuance of the permit.

INSURANCE REQUIREMENTS FOR ALL PRIORITY 2, 3, 4, AND 5 RENTERS

1. Provide a Certificate of Insurance that meets the following requirements as their use fits into the categories listed below, naming **Huntley Community School District 158, 650 Dr. John Burkey Drive, Algonquin, IL 60102** as the designated Certificate Holder/Additional Insured. It is understood and agreed that the following shall be Additional Insureds: Huntley Community School District 158 including all elected and appointed officials, all employees, volunteers, and others working on behalf of Huntley Community School District 158, and all boards and their board members. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.
 - a. **INDIVIDUALS** shall provide evidence of "personal liability" coverage in force in a minimum amount of \$100,000. This insurance shall take the form of a "Homeowners Policy, Condo or Tenants Policy," where the liability coverage is included along with other coverages for the individual. A photocopy of the policy shall be submitted along with the Application for Use of Buildings or Grounds as evidence of coverage.
 - b. **NONPROFIT/CHARITABLE GROUPS** (including civic groups such as Chamber of Commerce, Service Clubs, Churches and similar groups) shall provide:
 - i. Evidence of General Liability Coverage with a minimum Limit of Liability of \$500,000 per occurrence and/or aggregate for Personal Injury, Bodily Injury and Property Damage, including Products and Completed Operations and Contractual Liability.
 - ii. Certificate of Insurance should be submitted along with the Application for Use of Buildings or Grounds.
 - iii. The Certificates of Insurance provided shall include Workers' Compensation with statutory limits.
 - c. **COMMERCIAL FOR-PROFIT GROUPS** (including concerts, business displays, business seminars, parties and receptions) shall provide a Certificate of Insurance along with their Application for Use of Building or Grounds with evidence of:
 - i. Workers' Compensation and Employers Liability
 - ii. General Liability (Occurrence Basis only) with the following coverage inclusions:
 1. Limits of Liability shall not be less than \$1,000,000 per occurrence and \$3,000,000 aggregate for Personal Injury, Bodily Injury and Property Damage.
 2. Broad Form General Liability Endorsement, including Personal Injury or Equivalent, if not included in the policy proper. The Broad Form General Liability Endorsement shall upgrade the standard Comprehensive General Liability Form issued by the Insurance Service Office, a statistical and policy making organization subscribed to by most insurers. The Broad Form General Liability Endorsement shall provide:
 - a. Blanket Contractual Liability
 - b. Personal Injury and Advertising Liability (libel, slander, false arrest, wrongful eviction, etc.)
 - c. Premises Medical Payments
 - d. Host Liquor Liability
 - e. Fire Legal Liability (Real Property) – damage to property in policyholder's care, custody and control
 - f. Broad Form Property Damage
 - g. Incidental Medical Malpractice
 - h. Non-owned Watercraft Coverage
 - i. Limited Worldwide Coverage
 - j. Additional Persons Insured
 - k. Extended Bodily Injury (intentional acts to protect life or property)
 - l. Automatic Coverage – New locations
2. Provide a "hold harmless clause beneficially to District 158" with their insurance. By the individual's or the organization's representative signing and initialing the pages of the Application, they agree and are responsible for remaining in compliance with the terms outlined here-in to follow: "To the fullest extent permitted by law, the organization and/or individual(s) using the District 158 buildings and/or grounds agree to defend, pay on behalf of, and hold harmless District 158, its elected and appointed officials, employees and volunteers and others working on behalf of District 158 against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from District 158, its elected and appointed officials, employees, volunteers and others working on behalf of District 158, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract."

Renter's initials acknowledging compliance with terms and conditions as stated above: _____