

## USE OF SCHOOL FACILITIES AND GROUNDS

### **Philosophy:**

Evergreen Park Community High School encourages the community to use its facilities for educational, wellness, civic, cultural and recreational activities in a safe, secure and fiscally responsible manner.

### **Types of Activities Prohibited:**

- 1) Any activity that is prohibited by state, federal or local statutes.
- 2) Any activity that may be harmful to the building, grounds or equipment.
- 3) Any activity that conflicts with school activities.
- 4) Activities that are deemed to be discriminatory in the legal sense.
- 5) Any activity that allows the presence of illegal drugs, alcohol, tobacco products or gambling.

### **Liability:**

The District Board of Education requires organizations to provide proof of liability insurance naming Evergreen Park Community High School District 231 as additionally insured for a minimum of one million dollars (\$1,000,000) for each occurrence. This Certificate of Insurance must be presented to the District after tentative approval for the event but no less than fourteen (14) days prior to the event date.

The organization making use of the District 231 facilities shall agree to indemnify School District 231 for any and all damages to the school or other property by any person or persons attending the event and likewise School District 231 against all liability and all damages to any person or persons for injuries including death.

The rental organization assumes full responsibility for any damage or loss of school property arising from or in any way connected to the organization's event and agrees to replace such property promptly without expense to the District. The District will retain sole discretion as to whether repair or replacement is necessary.

### **Application:**

An Application for Use of School Facilities and Grounds shall be submitted to the Superintendent or designee a minimum of one month prior to the date of the event or activity. The District shall reserve the right to require sufficient time for full investigation of all applications for the use of the facilities.

An application returned without a Certificate of Insurance and roster (if applicable) will be considered incomplete and will not be processed.

**Approval Procedure:**

Disposition of the request for use of the school facilities will be provided to the requesting organization by the Superintendent or designee in a timely manner.

The final rental invoice is due within 30 days of billing.

**Cancellation:**

Cancellation of approved facilities use requests may be effected by notifying the Superintendent or designee in writing a minimum of forty-eight hours in advance of the date of the event or activity. Failure to do so may render the organization responsible for any and all obligations that may be incurred by the school.

**Revocation:**

Approved facilities use requests shall be revocable and shall not be considered as a lease. The Board of Education of District 231 or its designee retains the right to reject any application or cancel any approved request. The inability of the organization to provide proof of liability insurance and/or other required documentation within fourteen (14) days of the scheduled event or activity would result in the cancellation of the approval.

Consideration of future building rental approval for all organizations will be based upon the strict adherence to the terms and conditions contained in this rental agreement to include the prompt payment of all fees.

**Supervision:**

The organization's supervisor or designated representative must remain on site during the entire activity and have a copy of the rental agreement in his/her possession.

All activities must be under competent adult supervision.

Organizations must provide ample supervision for their event/activity. A suggested guideline is one supervisor for every twenty (20) minors and/or every fifty (50) adults. Supervisors are responsible for maintaining order and control of all participants and spectators during the activity.

**Regulations:**

Congregating and loitering in the hallways and other parts of the building not expressly included in the rental agreement are strictly prohibited.

District-owned equipment items required for the event must be identified at the time of application. Rental rates for any equipment will be determined at the time of application.

Unless specific arrangements have been approved at the time of the application, equipment owned by the school shall not be used by the organization (i.e., tables; chairs; spotlights; audio/visual equipment; stage scenery; musical instruments; public address systems; electronic scoreboards; athletic or physical education equipment; etc.).

Use of the facilities will be limited to the provisions of the approved request in matters of but not limited to days, hours and areas.

The use of tobacco or intoxicating beverages in or on school property inclusive of sidewalk areas directly outside the building and designated parking areas is prohibited.

All applicable state statutes, municipal ordinances, police and fire regulations including space occupancy limits must be observed.

School furniture or equipment may not be moved without prior approval.

Consumption of soft drinks or food products of any kind is limited to designated areas only unless noted otherwise on the facility use application.

Games such as lotteries and bingo are prohibited.

Equipment or apparatus provided by the approved organization must be removed from the building by the end of the authorized hour stated on the Application for Use of School Facilities and Grounds to avoid interference with the normal school program. The intent and type of apparatus being brought into the building must be acknowledged and approved by the District at the time of application.

**Authority:**

The Superintendent or designee shall be authorized to act in any cases not specifically covered by these policies and regulations.

**Additional Charges:**

In addition to basic space use charges, the cost for custodial, grounds, maintenance or other required supervision may be assessed as determined by the District and deemed necessary for the event preparation, coverage during the event and time required to return the space used by the organization to the regular configuration.

Costs incurred for snow removal for the primary benefit and safety of the event participants may be assessed in part or in full to the rental organization.

Assessments for space use, equipment rental and personnel are to be considered as "estimates" and will be based upon the information provided at the time of application. Actual charges will be determined following the event. Final payment will be due within thirty days of billing by the District's Facilities Office.

## **Building Rental Rates:**

Applicable charges for the use of the facilities shall be determined by the four general classifications/groups making application (see attached schedules "A" and "B").

\*Rates for sports clubs or teams with rosters of more than 50% Evergreen Park residents may be discounted.

## **Fees and Assessments**

**Fee definitions: Cost recovery may include custodial fees, supervision/security fees, utilities and/or fees to offset wear and tear on space and equipment.**

### **Group I**

No fees; the Board of Education subsidizes all building usage by the group.

Examples of Group I entities are as listed but not limited to the following:

Current Evergreen Park High School students: approved curriculum events, sports and activities, and EPCHS official parent groups such as Boosters, PTSA, EPCHS Educational Foundation, EPCHS Scholarship Board, etc.

Schedule "A" charges – No.

Schedule "B" charges – No.

### **Group II**

Fees are intended to recover cost of hosting the program, event or activity.

Examples of Group II entities are as listed but not limited to the following:

District 231 area (Evergreen Park) nonprofit groups such as feeder schools, in-district private schools, Evergreen Park Recreation Department, Village of Evergreen Park, Evergreen Park Fire and Police Departments, IHSA, community education offerings, etc.

Charges for personnel and/or space use may be waived by the District for organizations in Groups II providing the organization is approved for space use during the hours of 7:00 a.m. – 10:00 p.m. Monday through Friday during the normal school year and providing the event or activity does not require more than minimal set-up/take-down assistance and does not detract, interfere or otherwise hinder in any way the work being performed by the teaching or support staff. Charges may be assessed if the use is extended for multiple dates.

Schedule "A" charges – No.

Schedule "B" charges – TBD.

### **Group III**

Minimum fees beyond cost recovery.

Examples of Group III entities are as listed but not limited to the following:

District 231 area (Evergreen Park) for-profit groups or organizations such as sports clubs or teams\*, dance schools, etc.

Schedule "A" charges – Yes.

Schedule "B" charges – \*Yes.

**\*Rates for sports clubs or teams with rosters of more than 50% Evergreen Park residents may be discounted.**

### **Group IV**

Cost recovery plus at a rate determined by Administration - All out of District organizations.

Examples of Group IV entities are as listed but not limited to the following:

Out-of-District groups or organizations, team sports, community theatre groups, church groups from outside District 231 boundaries, etc.

Schedule "A" charges – Yes.

Schedule "B" charges – Yes.

**SCHEDULE "A"**  
**FACILITY SPACE CHARGES**

<b>Area/Space</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>	<b>Group IV</b>
Auditorium	N/C	N/C	\$150	\$450
Large or Small Gym	N/C	N/C	\$100	\$300
Cafeteria	N/C	N/C	\$100	\$300
Track and/or Field NO LIGHTS	N/C	N/C	\$100	\$300
Track and/or Field WITH LIGHTS	N/C	N/C	\$150	\$450
Baseball/Softball Field	N/C	N/C	\$100	\$300
Standard Classroom	N/C	N/C	\$75	\$225
Lecture Room	N/C	N/C	\$75	\$225
Kitchen	TBD	TBD	TBD	TBD
Other space charges TBD on request				

**NOTES:**

- Usage is billed per day
- Charges may be assessed at time of application review for the use of additional furniture/equipment items such as podiums, tables, chairs, etc.
- Charges may be assessed at time of application review for the use of specialized equipment such as but not limited to sound, scoreboards, theatrical lighting, etc.
- The following spaces such as but not limited to the following areas may not be available for rental due to safety, security, sanitation or other concerns:
  - Kitchen
  - Locker Rooms

Space Use Charges subject to change.

**SCHEDULE "B"**  
**PERSONNEL CHARGES**

<b>Area/Space</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>	<b>Group IV</b>
Custodial, Maintenance or Grounds	N/C	\$32	\$35	\$40
Auditorium Tech	N/C	TBD	TBD	TBD
Kitchen Personnel	N/C	TBD	TBD	TBD
District Security Personnel	N/C	\$30	\$30	\$30
Other support personnel as may be deemed necessary.	N/C	TBD	TBD	TBD

**NOTES:**

- All rates are shown at "per hour".
- Rates for Sunday or Holiday events may be different than shown.
- Minimum two-hour labor charge for all activities.
- Charges may be assessed at time of application review for the presence of District trained staff or other such personnel as required to operate specialized equipment.
- Labor rates subject to change.

\* Charges for personnel may be waived by the District for organizations in Group II providing the organization is approved for space use during the hours of 7:00 a.m. – 10:00 p.m. Monday through Friday during the normal school year and providing the event or activity does not require more than minimal set-up/take-down assistance and does not detract, interfere or otherwise hinder in any way the work being performed by the staff.