

**APPLICATION & AGREEMENT FOR USE OF SCHOOL FACILITY**

**Community Consolidated School District 146**

6611 West 171<sup>st</sup> Street  
Tinley Park, Illinois 60477  
708-614-4500

\_\_\_\_\_  
Organization Requesting Facility Use

\_\_\_\_\_  
Facility Requested

\_\_\_\_\_  
Organization Executive (name)

\_\_\_\_\_  
On Site Supervisor (name)

\_\_\_\_\_  
Organization Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
(Day) Phone Number (Evening)

\_\_\_\_\_  
(Day) Phone Number (Evening)

\_\_\_\_\_  
email address for Contact

**The requested facility will be used for the following activities:**

\_\_\_\_\_  
\_\_\_\_\_

Number of Participants: \_\_\_\_\_ Age Range of Participants if Minors: \_\_\_\_\_

Supervisor to Participant Ratio: \_\_\_\_\_ Will refreshments be served to participants? \_\_\_\_\_

Will participants/attendees be charged any fee by the requestor? \_\_\_\_\_ If yes, amount- \_\_\_\_\_

Indicate facilities requested:

Gymnasium \_\_\_\_\_ Locker room \_\_\_\_\_ Bleachers \_\_\_\_\_

Auditorium \_\_\_\_\_ Classroom \_\_\_\_\_ Athletic Field \_\_\_\_\_

P.A. System \_\_\_\_\_ Tables (number) \_\_\_\_\_ Chairs (number) \_\_\_\_\_

Lighting system \_\_\_\_\_ Other (specify) \_\_\_\_\_

Specific needs for setup of facility: \_\_\_\_\_

**The custodian is not permitted to grant use of any non-approved facility or equipment.**

A Certificate of Insurance must be received and approved by the Director of Business Services at least thirty days prior to the use of any Facility.

**Please attach a certificate of insurance with this application. CCSD 146 must be listed as "Additional Insured".**

What day(s) of the week are being requested for use? \_\_\_\_\_

What time of day is being requested for use? \_\_\_\_\_

Please consult CCSD 146 Calendar and indicate specific dates requested.

MONTH	DATES

\_\_\_\_\_  
Principal's approval Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
Director of Business Services approval Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
Executive Signature\*

\_\_\_\_\_  
Supervisor Signature\*

Date \_\_\_\_\_

Date \_\_\_\_\_

\*Signature indicates you have read, understand, and promise to uphold **COMMUNITY USE OF SCHOOL FACILITIES ADMINISTRATIVE PROCEDURES**. On-Site Supervisor must present a photo I.D. to the principal on or before the first visit to the facility being used. The photo I.D. will be copied and kept on file.

## **COMMUNITY USE OF SCHOOL FACILITIES ADMINISTRATIVE PROCEDURES**

The Community Consolidated School District 146 Board of Education has constructed the District facilities for the primary purpose of educating students of the District. However, when the facilities are not in use for the purpose of educating students of the District, the Board believes it is in the best interest of the District community to make the facilities available to school/community organizations. The Superintendent, Director of Business Services, and building principals may grant temporary community use of school facilities in accordance with the Administrative Procedures established herein for such use.

### **Section 1. General Conditions**

Before using a school facility, organizations must apply to the Principal and the Director of Business Services and enter into a written agreement with the District. The written agreement shall incorporate general conditions for use of school facilities and such conditions applicable to the particular facility or activity. No organization shall be approved for permanent use of school facilities. Application for use of facilities will be accepted on or after August 1<sup>st</sup> for an upcoming school year and must be renewed each semester. Applications must be submitted and approved by September 15<sup>th</sup> for the Fall Semester. Applications for the Winter Semester will be accepted between December 1<sup>st</sup> and January 15<sup>th</sup> for consideration.

The following additional conditions apply to the use of District facilities:

- a. Risk of any loss to user's property shall be entirely upon user. User may not store any equipment, material or other matter in District facilities without express written approval from the District.
- b. No equipment, material or other matter which presents a health or safety hazard to persons or property may be brought within the District's facilities. The use of open flames, makeshift electrical wiring, flammable and/or caustic materials and the like are prohibited. Electrical equipment shall not be operated without express written approval.

- c. All persons using the facilities must confine themselves to the area of the facility for which temporary use has been granted to the user.
- d. Use or possession of tobacco, drugs, alcohol, firearms, gambling or violence is prohibited on school district property.
- e. Food or beverages may not be used in any area without the express written consent of the District.
- f. District equipment is to be operated and maintained only by properly trained and assigned district personnel at the expense of the user. This includes but is not limited to bleacher mechanisms, scoreboard operations, backboards and nets, sound and lighting equipment, safety/security equipment, and general technology. All equipment, materials or other matter owned by the District shall not be used or moved without express written approval from the District.
- g. Prior to termination of the temporary use, unless other arrangements were expressly approved by the District, all equipment, material and other matter brought into the facilities shall be removed.
- h. User at all times shall provide sufficient adult supervision of its activities. Sufficient supervision shall be defined by district/building personnel and not by the user. The District may require, at user expense, additional custodial staff, security staff and supervision as necessary to protect the facility and to determine user's compliance with the facility use agreement.
- i. Use of the facility may be terminated by the District for any reason including an emergency, any breach of the facility use agreement or in the event that the facility is required for District use which cannot reasonably be held at another time and place.
- j. School marquees are not considered school facilities for the purposes of these procedures and are not available for use by organizations other than the school.

- k. User is responsible for all damages to district buildings, equipment, and fixed assets at current, market price for materials and labor from any actions directly or indirectly arising out of or in connection with the said use of school facilities. All repairs, replacements and labor will be provided by district personnel or district selected contractors. Fees for potential damages may be required in advance of use.
- l. Use of district facilities is not transferable. Cancellation of use must occur at least seven days prior to assigned use or the responsible organization will be charged for use of the facility and related costs.

**Section 2. Authority of the Director of Business Services / Principal**

In administering this policy, the authority of the Director of Business Services and building Principals shall include, but not necessarily be limited to, the following:

- a. Establishing and requiring the use of an application form for use of facilities.
- b. Determining whether the proposed use of any school facility is consistent with the purposes of this Policy and suitable for the facility to be used, as well as in accordance with applicable laws and regulations.
- c. Determining when school facilities are available for use, (when schools are normally open for student use) and not needed for District sponsored activities.
- d. Establishing conditions of use, in addition to the general conditions established by the Board, as appropriate for any particular facility or activity in order to protect District property and minimize the District's risk of liability. This authority includes, but is not limited to, assigning District personnel to prepare facilities for use, monitor facilities during use and clean up facilities after use, and requiring additional liability, property or other insurance in addition to the minimum amounts and types of insurance specified by the Board.

- e. Determining the amount of any charge required or permitted by Board policy for use of school facilities.
- f. Executing written agreements on behalf of the District granting the use of school facilities in accordance with the policy.
- g. Refusing to grant the use of any facility when the organization or the proposed use fails to comply with this policy or where an organization's prior use of school facilities in this or other districts has been unsatisfactory.
- h. Terminating the use of any school facility for cause or no cause.

### **Section 3. Charges for Use of Facilities**

Charges for use of facilities will be based on a fee schedule and will be designed to cover all costs to the district. The district may require that fees be paid in advance of using facilities. This fee schedule will be reviewed as needed by the Director of Business Services. These costs may include, but are not limited to, utilities, personnel (i.e., safety and custodial staff), wear and tear, and administrative costs. To cover the costs associated with the use of school facilities, fees may be higher for large groups, groups using a large section of the building or grounds, and/or groups using new facilities.

### **Section 4. Classifications (Optional)**

For the purposes of scheduling priorities and determining the fees to be paid, the Director of Business Services and building principal shall assign all users to one of the following groups:

Note: Group determinations cannot be based on the viewpoint of the group involved, but may be based on legitimate, non-discriminatory criteria—for example, organizations that conduct activities to support District sponsored activities will have priority over other organizations serving primarily the community residents. For the purposes of approving and scheduling requests, the following categories of user groups are hereby established in priority order.

GROUP 1: School Sponsored Groups of C.C.S.D. 146 – No fee charged Monday through Saturday. This group will include but may not be limited to:

- Approved student groups, booster clubs, parent-teacher organizations
- Recognized employee associations
- Approved teacher activities
- Approved intergovernmental agreements and leases

GROUP 2: \*Non-Profit Groups – Child Oriented – No fee charged and on school attendance days only. This group will include but may not be limited to:

- Boy / Girl Scout and similar groups
- Religious groups
- Approved cultural groups
- Approved recreational organizations and groups such as Park Districts, Tinley Park Bulldogs, Orland Youth Organization (OYA), etc.

\* “Child-oriented” shall be defined as the age group of children who are normally served by the educational program of District 146; i.e., preschool through 8<sup>th</sup> grade. Also, more than half (51%) of the participating children shall live within the boundaries of District 146.

GROUP 3: \*\*Non-Profit Groups – Adult Oriented – Fee will be charged and use may be granted on school attendance days only. This group will include but may not be limited to:

- Civic groups
- Religious groups
- Cultural groups

\*\* “Adult-oriented” shall be defined as any group whose target audience is adult and not primarily students in pre-school through 8<sup>th</sup> grade. Also, more than half (51%) of those participating in a particular group must reside in District 146 boundaries.

GROUP 4: Profit Groups Charging Participants - Fee will be charged and may be adjusted based on nature of activity – use may be granted on school attendance days only. This would include but may not be limited to for-profit individuals and groups, organizations charging admittance fees and other commercial groups. Use by commercial groups is discouraged.

GROUP 5: Special Case Group – Special cases and conditions may be considered by the school district under appropriate circumstances such as Board approved leases and partnerships.

**Section 5. Fees**

**Basic Group Rental Fee Schedule  
CENTRAL MIDDLE SCHOOL\***

<b>GROUP</b>	<b>1 &amp; 2</b>	<b>3</b>	<b>4</b>
Facility	N/C		
Gymnasium	N/C	\$65.00 per day/ \$108.00 wk. end	\$65.00 per day/ 108.00 wk end plus adjustment
Gymnasium with bleachers and locker rooms	N/C	Same	Same
Cafeteria/multi- purpose room	N/C	Same	Same
Classroom	N/C	Same	Same
Media Center	N/C	Same	Same
Baseball/track facilities	N/C	Same	Same

\* Additional Fee will be assessed for larger groups: over 100, over 300 etc.

**Basic Group Rental Fee Schedule  
ELEMENTARY SCHOOLS/AD CENTER\***

<b>GROUP</b>	<b>1 &amp; 2</b>	<b>3</b>	<b>4</b>
Facility	N/C		
Gymnasium	N/C	\$40.00 per day/ \$65.00 wk. end	\$40.00per day / \$65.00 wk end plus adjustment
Gymnasium with bleachers and locker rooms	N/C	Same	Same
Cafeteria/multi- purpose room	N/C	Same	Same
Classroom	N/C	Same	Same
Media Center	N/C	Same	Same
Baseball/track facilities	N/C	Same	Same

\* Additional Fee will be assessed for larger groups: over 100, over 300 etc.



## Section 6. Insurance

### a. Hold Harmless Agreement

All organizations using District facilities shall covenant and agree at all times to save, hold and keep harmless the District and indemnify it against any and all claims, demands, penalties, judgments, court costs, attorney's fees and liabilities of every kind and nature whatsoever in connection with any injury to or death of any person or damage to property due to or arising out of the use of the premises or any part thereof, or arising out of any activity of the organization, or due to the installation, operation or maintenance by the organization of any fixtures or equipment in or upon the District's facilities or which may be incurred by reason of any default or failure of the organization to comply in any respect with the provisions of this agreement.

### b. Public Liability and Property Damage Insurance

Unless specifically waived by the District, an organization must provide a at its expense public liability and property damage insurance with a minimum limit of \$1,000,000 for injury to any person or persons, including death, and \$5,000,000 for damage to property covering the occupancy and use of the District's facilities, **with the District as an additional named insured.**

The aforementioned amounts are minimums and the district may upon its determination require higher limits. A copy of the certificate or duplicate of the insurance policy or policies must be provided to the Director of Business Services at least thirty (30) days prior to using the facility. The insurance certificate shall contain a statement that the insurance is not cancelable without first giving sixty (60) days written notice to the District. This Certificate of Insurance must be from a company holding a rating that is acceptable to the district and its' insurance consultant.

## Section 7. Sponsorship

Nothing contained in this policy, or in any written agreement made under this policy, shall constitute sponsorship by the District of any organization or its activities using a school facility unless otherwise expressly provided. No information distributed by the user shall in any way imply district sponsorship, support or representation of Community Consolidated School District 146.

