

Community Relations

Rental of Facilities

School facilities in the District have been provided primarily for the education of students. They may, however, be made available to the community for education, civic and cultural and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities. The use of school facilities for school purposes shall have precedence over all other uses. Persons on school premises must abide by the conduct rules of the district at all times.

Student and school organizations and municipalities shall be granted the use of school facilities, upon approval, at no cost in most cases. In some cases, the cost for utilities and custodial staff may be charged.

Any community group desiring to use D117 school facilities must complete the REQUEST FOR USE OF SCHOOL BUILDINGS & PROPERTIES form (attached) and submit the completed form to the Office of the Principal of the building it wishes to use. The Principal, or his/her designee, will review the REQUEST, determine if the space requested is available as requested and forward the REQUEST to the Office of The Business Manager. The Business Manager or his/her designee will review the form for compliance with Board of Education policy on community use of school facilities. If the REQUEST is consistent with Board of Education policy on community use of school buildings approval will be granted. If the REQUEST is inconsistent with Board of Education policy on community use of school buildings approval will not be granted. The REQUEST FOR USE OF SCHOOL BUILDINGS & PROPERTIES form will be available in the Office of the Principal.

As stated on the REQUEST FORM the costs are estimated. For estimated costs calculated in excess of \$150.00, an advance deposit equal to 50% of the estimated total is required. Any checks for the deposit will be deposited immediately. Actual costs less deposit will be billed after the use of the facility. The deposit will be refunded in full only if notification of cancellation is given at least 10 days prior to the event.

Adopted: 4/21/22

COMMUNITY HIGH SCHOOL DISTRICT 117
***REQUEST FOR USE OF SCHOOL BUILDING & PROPERTIES**
***45 Days Notice Required**

School (circle one): ACHS LCHS Application Date: _____

Group/Organization _____

Requesting Officer _____ Address _____

Telephone No. _____ Fax No. _____

Type of Activity _____

Is admission to be charged? _____ Is the purpose to raise money? _____

Date or dates desired: _____ Time: _____

Number attending (estimate) _____

<u>Facilities requested</u>	_____ Auditorium	Table setup (number) _____
_____ Gymnasium	_____ Classroom	Chairs set-up (number) _____
_____ Commons	_____ Field House	Other (Specify) _____
_____ Microphone	_____ Athletic Field (Specify)	

Estimated Cost: _____

Cost (To be completed by the Business Office and invoiced to the requesting group after the use of the facility)

\$ _____ Rental cost	\$ _____ Custodial cost	TOTAL COST \$
\$ _____ Technical Services Cost	\$ _____ Deposit Paid _____ Cert. of Insurance	

Name of individual from group to be directly responsible to Building Principal/Designee:

_____ Telephone No. _____

It is understood that the group using the building and/or properties shall adhere to the policies relating to the use of school buildings and property. It is also understood that the group using the building agrees to restore to original condition any unwarranted damage to the buildings and/or property and that a fee will be paid, if required, equal to any costs incurred by the district. Groups are required to provide adequate district approved supervision. All groups are required to provide to the district a Certificate of Insurance and sign the Indemnification Agreement below. All groups are reminded that smoking and the consumption of alcoholic beverages are prohibited on school properties.

I agree, on behalf of the above indicated organization, that all members and guests will observe the regulations printed on the reverse side of this form and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to the facility and/or property during the above indicated period of use. I also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building and/or property by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Review by the Principal or designee.

I have reviewed this REQUEST and found that the building/facility _____ IS _____ IS NOT available on the date(s) requested.

Initial/Date _____

Signed: _____ (Requesting Officer) Date: _____

(Dis)Approved: _____ (School Official) Date: _____

(OVER PLEASE)

RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS:

- A. The use of tobacco, the consumption of alcoholic beverages, and foul/abusive language are prohibited.**
- B. Activity shall be restricted to that area for which permission is granted and shall not extend beyond the hours approved in the request.**
- C. All programs shall be planned so they do not interfere with the regular day school schedule or any scheduled school district sponsored activity.**
- D. The organization using the building shall be responsible for moving its equipment into and out of the building.**
- E. The supervisor in charge of the activity shall be present before the activity is scheduled to begin and remain with the group until all participants have left.**
- F. In the absence of the building principal or administrative personnel, the custodian is vested with the responsibility for the building.**
- G. School authorities shall have free access to all areas at all times.**
- H. Where custodial assistance must be hired, a charge will be made and shall be paid within 30 days.**
- I. Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment for any loss or damage occurring as a result of use of school building or property.**
- J. No school property or equipment will be altered or removed from the premises.**
- K. The using organization shall furnish public liability insurance with limits at least equal to those of the school.**
- L. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least five days in advance of the event and must designate both the using organization and Antioch/Lakes Community High School as insureds. The absence of such a certificate will preclude use of the facility.**
- M. This license to use the building and/or facilities is revocable at any time by school authorities.**
- N. No reservation will be made until this application is returned to the requesting group and approved by the appropriate school administrative official.**
- O. Unless given prior approval, all food items must remain in the cafeteria.**

Adopted 4/21/22

D117 Facility Rental Rates	Group 1- Rates	Groups 2- Rates	Group 3- Rates
Space	(Half Day / Full Day)	(Half Day / Full Day)	(Half Day / Full Day)
Auditorium	\$200 / \$600	\$400 / \$800	
Main Gym	\$200 / \$400	\$300 / \$600	\$100 /\$200
Field House (all areas, incl Mezz)	\$800 / \$1500	\$1000 / \$2000	\$250 / \$500
Field House (all areas, no Mezz)	\$500 / \$1000	\$800 / \$1500	\$175 / \$300
Field House (1/2 facility; 2 courts)	\$250 / \$400	\$350 / \$600	\$100 /\$200
Field House (1 court)	\$200 / \$300	\$250 / \$500	\$75 / \$150
Cafeteria	\$200 / \$400	\$250 / \$550	
Commons			
Football Field	\$200 / \$400	\$300 / \$600	\$150/\$300
Football Field (Admission)	\$300 / \$500	\$500 / \$700	
Outdoor Athletic Fields	\$100 / \$200	\$150 / \$250	\$50 / \$100
Auxilliary Gym or Annex	\$200 / \$400	\$250 / \$500	\$50 / \$100
Classroom	\$200 / \$400	\$250 / \$500	
Dance or Multi-Purpose Room			
Make Up /Dressing Room	\$25 per hour	\$25 per hour	
Auditorium Sound & Light Tech	\$70 per hour per person	\$70 per hour per person	
Additional Custodian Required	\$30 per hour per person	\$30 per hour per person	
Additional Security Required	\$35 per hour per person	\$35 per hour per person	
	Group 1: Civic and Taxing Bodies, Schools and Youth Groups Using Only Volunteers	Group 2: Community, Church, Profit Organizations, Etc.	Group 3: Community Youth Athletic Programs that work in conjunction with D117 programs and coaching staff. * D117 reserves the right to negotiate with groups who are seeking long term rental for season and practice locations.