

### Procedure/Agreement for Rental of School Facilities

1. Outside organizations shall make their request for use of school facilities in writing on the attached FACILITIES RENTAL REQUEST/AGREEMENT FORM to the Superintendent of Millstadt Community Consolidated School District No. 160. The REQUEST/AGREEMENT FORM must be signed by an officer of the organization. Rental fees and security deposits, if applicable, are to be paid PRIOR to the use of the facility.
2. The Agreement between the Board of Education and Local Union #116, Service Employees Union, provides that overtime wages be paid for weekend and holiday work (1 ½ or 2 times regular rate). The custodial fee may be waived if an employee of District 160 assumes total responsibility for the set up/clean up of the requested facility. In all cases a security deposit must be paid prior to use. The amount of custodial time to be provided, and charged for, is the amount of time for the activity plus at least one hour for clean up and lock up. If a group uses a facility for three hours, that group shall be charged for three hours facilities charge and for four hours of custodial time. Custodial charges may be substantial. Those using district facilities may want to figure an estimate prior to facilities request.
3. Millstadt Community Consolidated School District No. 160 programs shall receive priority for use of school facilities. Related school organizations such PTA, Athletic Booster, Band Parents, etc, shall be given priority over non-related organizations. Charitable, not for profit organizations will be given priority over those for profit organizations desiring to use school facilities. District 160 reserves the right to cancel this agreement without notice for any cause, or no cause, at its sole discretion.
4. All individuals or organizations, in their use of school facilities, shall comply with all applicable rules and regulations. Any use in violation of the rules and regulations shall be grounds for cancellation of the agreement and shall bar such groups or individuals from further and future use of facilities.
5. Permission to use the school facilities will be granted in accordance with the schedule of charges adopted by the Board of Education of Millstadt Community Consolidated School District No. 160,
6. There shall be no alcohol, tobacco, or narcotics permitted on school property. Likewise there shall be no use of profane language, quarreling, or fighting permitted on school property. No games of chance or any form of gambling for the gain of any individual or private enterprise shall be permitted.
7. Applicant agrees to pay the Estimated Charges for use of school facilities upon the receipt of the accepted application. The balance of any charges owed is due immediately.
8. Permission to use school facilities shall NOT include permission to use equipment, which is the property of the District. The Superintendent, at his/her discretion, may authorize use of such apparatus and equipment only by qualified personnel.
9. Under no circumstances may school facilities be used for political meetings of a partisan or fractional nature.

I have read, understand and agree to the information presented above.

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Printed Name

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Signature

**Millstadt Community Consolidated School District No. 160**

Facilities Rental Request and Agreement

MCS  MPC

The undersigned individual or group requests rental/ongoing use of the described District facility for the stated term, subject to the terms and conditions contained herein:

Today's Date: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

- MCS Gymnasium           MCS Multipurpose Room     MCS Kitchen     MCS Library
- Classrooms (MCS /MPC)     MPC Multipurpose Room     MPC Kitchen     MPC Library

Date(s) requested: \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
 \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Check if this is a recurring or on-going request (every week / every month / Other \_\_\_\_\_)

Nature of requested use: \_\_\_\_\_

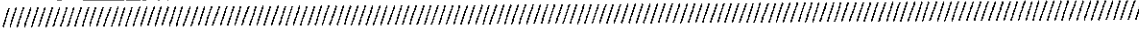
Special Arrangements/Requests: \_\_\_\_\_

The group using the school property agrees to all RULES attached to this request, and the customary regulations of the District. Regulations include that the requesting individual or group maintain liability insurance with limits of liability of at least \$1,000,000 per occurrence, that said insurance policy contain an endorsement naming Millstadt Community Consolidated School District No. 160 and its Board of Education, Board members, agents, and employees as additional insureds; and that a certificate of insurance naming Millstadt Community Consolidated School District No. 160, its Board of Education, Board members, agents and employees as additional insureds as well as a copy of the additional insured endorsement and policy declaration sheet be filed with the building's main office prior to the use of the facility. The individual or group requesting usage shall be responsible and agrees to pay for any damage which occurs to District property as a result of the requested usage, regardless of fault, and may, at the discretion of the District, be required to provide a damage security deposit. Rental fees and deposits, if any, must be received by the District prior to the date of the requested usage. The District reserves the right to cancel this agreement without notice for any cause or no cause, at its sole discretion. PLEASE NOTE: FLIERS/MAILING NEED PRIOR APPROVAL BY THE SUPERINTENDENT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Group: \_\_\_\_\_



For District use only:

CHARGES:     A     B     C     Security Deposit Required \$ \_\_\_\_\_

Total Hours \_\_\_\_\_  Certificate of Insurance Required

Rental Fee/Hr \_\_\_\_\_  Both Sides of Agreement Signed

Total Rental \_\_\_\_\_

Custodial Fee \_\_\_\_\_  APPROVED                       DENIED

TOTAL \_\_\_\_\_

Authorized District 160 Signature \_\_\_\_\_ Date \_\_\_\_\_