
Community Relations

Administrative Procedure - Community Use of School Facilities

Millstadt Community Consolidated School District No. 160 Rental Categories for Organizations

Group A

No Charges, No Deposits: All approved student organizations of Millstadt Community Consolidated School District No. 160, all staff organizations among employees, all community organizations within District 160 boundaries and directly affiliated with the District 160 schools

Group B

Personnel Charges and Equipment Charges: Community groups and municipalities within District 160 boundaries that are supported wholly or in part by local taxes.

Group C

Personnel, Equipment, Deposits and Group C Facility Charges: Community groups within District 160 boundaries, which are supported by voluntary contributions of the people whose purpose in some degree parallel those of the schools (YMCA, Youth Sports Leagues, non-profit private schools within District 160 and their affiliated organizations, other non-profit groups, religious groups, civic groups, etc.)

Group D

Personnel, Equipment, Deposits and Group D Facility Charges: Groups for profit within District 160 boundaries.

Group E

Personnel, Equipment, Deposits and Group F Facility Charges: Groups for profit outside District 160 boundaries.

Millstadt Community Consolidated School District No. 160

Area	Group				
	A	B	C	D	E
MCS Gymnasium*	N/C	N/C	N/C	\$100.00	\$150.00
MCS Multipurpose Room*	N/C	N/C	N/C	\$75.00	\$100.00
MPC Multipurpose Room*	N/C	N/C	N/C	\$75.00	\$100.00
MCS Library*	N/C	N/C	N/C	\$50.00	\$75.00
MPC Library*	N/C	N/C	N/C	\$50.00	\$75.00
MCS Kitchen*	N/C	N/C	N/C	\$100.00	\$150.00
MPC Kitchen*	N/C	N/C	N/C	\$100.00	\$150.00
Classrooms*	N/C	N/C	N/C	\$10.00	\$25.00

*Security Deposit of \$100.00 required. Deposit will be returned if District 160 personnel have no cleaning to complete after use. This includes removal of all trash by facility user.

Personnel Hourly Fees for Group C, Group D and Group E

Fee Type	Monday –Friday	Sat., Sun., & Holidays
Custodial	Actual**	Actual***

** Service Employees International Union Local 116 Collective Bargaining Agreement shall prevail for custodial fees.

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Group C organizations may have personnel fees waived by having an employee of District 160 assume responsibility for all clean up of area being utilized and removal of trash to dumpster.

**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 MPC Multipurpose Room MCS Lib.
 MPC Lib. MCS Kitchen MPC Kitchen Classrooms

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, month, etc.)

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/MAILINGS NEED PRIOR APPROVAL BY THE SUPERINTENDENT.

Signed: _____ Date: _____

Printed Name: _____ Address _____

Group: _____

For District use only

CHARGES:

A B C D E Security Deposit Required \$ _____

Total Hours _____

Rental Fee/Hr _____

Total Rental _____

Custodial Fee _____

TOTAL _____

Certificate of Insurance Received

Both Side of Agreement Signed

APPROVED DENIED

Authorized District 160 Signature _____ Date _____

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.

Printed Name

Signature