

RICHMOND-BURTON COMMUNITY HIGH SCHOOL DISTRICT #157

RICHMOND, ILLINOIS 60071 – Main Telephone Number (815) 678-4525

FACILITY USE APPLICATION

The building and grounds of Richmond-Burton Community High School District #157 shall be made available when possible and when not interfering with school sponsored activities, after approval by the Board of Education upon receiving this request in writing from a resident of District #157. The Superintendent will refer all requests to the Board of Education for final approval. The following categories for users of the facilities:

FACILITY USAGE CATEGORIES FOR USERS

CLASS I - All approved student, parent, and employee organizations of Richmond-Burton Community High School District 157, alumni organizations, feeder athletic programs where 50% of the participants live within the school district boundaries and all taxing bodies within District 157. The application must be submitted and approved 45 calendar days prior to the date of use.

CLASS II – Non-profit private schools within District 157 and their affiliated organizations, community groups within the District, such as Boy Scouts, Girl Scouts, youth athletic programs, etc., which are supported by voluntary contributions of the people whose purposes in some degree parallel those of the schools, and who do not charge admission. Other non-profit, charitable, religious, philanthropic, and civic organizations within District 157 where at least 50% of the participants live within the district boundaries. The application must be submitted and approved 45 calendar days prior to the date of use.

CLASS III - Non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal use groups outside the District. The application must be submitted and approved 45 calendar days prior to the date of use.

CLASS IV - Groups within or outside the District for profit. Individual citizens for personal profit. The application must be submitted and approved 45 calendar days prior to the date of use.

The Board of Education reserves the right to charge a Custodial Fee to all applications at the rate of \$25.00/hr. If applicable, a Damage to Property Fee will be invoiced for the amount to repair damage. In addition, at the discretion of school officials, district provided supervision will be required at a fee of \$47.00/hr. For a list of fees per category and facilities please see the “Facility Usage Fees” chart.

The Board of Education requires a minimum of \$3,000,000 of insurance from anyone requesting the use of the facilities. Use is restricted to the sole purpose and to the person/organization/activity listed on this application. Any violation of guidelines outlined in this application will result in loss of facility use privileges by the requestor and/or organization.

Today's Date:

Name of Organization Making Request:

Name of Person(s) in Charge of the Activity:

Space Requested:

Additional Equipment Requested: ___ Scoreboards ___ Chairs ___ Microphone ___ Podium ___ Bleachers ___ Tables
___ Sound System ___ Other: Guest WiFi

Dates Requested:

Hours Requested:

Number of Participants:

Number of Participants that are District Residents: (Roster of participants must be made available upon request.)

Applicant hereby requests use of the above described school facilities for said events on said dates and during said hours, in accordance with the rules and regulations contained in the Board of Education “Building Rental Policy” and hereby acknowledges receipt of a copy of the said policy, which shall be considered a part of this application, and agrees to pay as rental for said facilities and the charges and special fees enumerated in the Board of Education “Building Rental Policy” and as further consideration for such use, applicant hereby agrees to Indemnify and hold harmless the Board of Education of Richmond Burton Community High School District #157, Richmond, Illinois, the board members individually and all employees of said Board, and the Regional Board of School Trustees of McHenry County, Illinois, against all claims, demands, actions or loss, including attorney's fees and court costs which may hereafter at any time be made or instituted, arising out of injury to any other person while utilizing said school facilities during applicant's use of the school facilities, and applicant or anyone using the school facilities pursuant to the permit

granting applicant hereby to the extent that insurance maintained by the Board does not reimburse the Board for the loss incurred by the damage to the property.

Signature: _____

Address:

Phone:

OFFICE USE ONLY

Date Approved: _____

Director Of Grounds: _____ Plant Engineer: _____

Base Application Fee \$ _____

Activities Director Signature: _____

Custodial Fee \$ _____

Principal Signature: _____

Supervision Fee \$ _____

Superintendent Signature: _____

Total Charges \$ _____
(fee charges due prior to Board approval)

Richmond-Burton Community High School District 157
Facility Usage Fees - Effective 01/30/20
All fees are per hour

		Class I	Class II	Class III	Class IV
PERFORMANCE/MEETING AREAS					
Auditeria					
	Performances	NONE	\$50	\$100	\$150
	Sound System	NONE	\$25	\$50	\$100
	Lighting System	NONE	\$25	\$50	\$100
	Dressing Rooms	NONE	\$25	\$50	\$100
	Rehearsals	NONE	\$50	\$100	\$150
	Dining Area Only	NONE	\$40	\$50	\$70
	With kitchen	NONE	\$50	\$60	\$80
Instructional Areas					
	Classrooms	NONE	\$20	\$25	\$35
	Computer Lab	NONE	\$40	\$50	\$70
	Library	NONE	\$40	\$50	\$70
ATHLETIC AREAS					
Athletic Fields					
	Baseball	NONE	\$50	\$60	\$75
	Softball	NONE	\$50	\$60	\$75
	Practice football field	NONE	\$50	\$60	\$75
	Practice baseball/softball	NONE	\$50	\$60	\$75
	Batting cages	NONE	\$50	\$60	\$75
	Practice soccer field	NONE	\$50	\$60	\$75
	Stadium	NONE	\$200	\$250	\$275
	Track	NONE	\$200	\$250	\$275
	Parking Lot	NONE	\$200	\$250	\$275

Field House					
	One basketball court	NONE	\$20	\$25	\$50
	Two basketball courts*	NONE	\$40	\$50	\$100
	Three basketball courts*	NONE	\$60	\$75	\$150
	Main court*	NONE	\$60	\$75	\$150
	Entire Field House**	NONE	\$80	\$100	\$200
	Locker rooms	NONE	\$10	\$15	\$20
Weight Room					
		NONE	\$30	\$40	\$50
Wrestling Room					
		NONE	\$20	\$30	\$40

* Two supervisors required at \$47 per hour in addition to the above costs

** Three supervisors required at \$47 per hour in addition to the above costs