



McHenry Community High School District 156
Facilities Rental Procedure

The Board of Education welcomes the use of McHenry Community High School District 156 facilities by the community for educational, civic, cultural, and other non-profit uses. The use of facilities for school programs or school sponsored activity has precedence over all other uses. Outside bookings will be scheduled after the school calendar has been established, on or about the beginning of July.

Community organizations that wish to use District facilities may apply in writing to Hugh Flack, Director of Building and Grounds, flackhugh@dist156.org or Diane Fox, District Facilities Coordinator, foxdiane@dist156.org. The Facilities Manager will schedule any use as authorized within the procedure. Only non-profit organizations within McHenry Community High School District 156 (hereinafter referred to as MCHS 156) boundaries or a majority of its membership contained therein shall be allowed the use of MCHS 156 facilities except under special circumstances authorized by District Administration. Fees and costs will be paid by other organizations as determined by the Facilities Rental Schedule of Fees. Non-profit groups must provide proof of non-profit status to qualify for Tier 2 rates.

For purposes of this procedure, "community organizations" are defined as government or educational units serving the District's community, and non-profit civic, social, educational, or recreational organizations primarily serving District residents.

The Board of Education reserves the right to grant or reject any Application for use of MCHS 156 facilities when the organization applying for use fails to meet the conditions set forth below. The District shall remain viewpoint neutral when granting community organizations access to school facilities under this procedure. In addition, nothing contained in this procedure or in any written agreement entered into under this procedure shall constitute sponsorship or endorsement by the District of any organization or its activities.

Conditions

1. Outside facility use shall not conflict with or disturb any scheduled school activity. Preparation for use of the facilities will take place outside of regular school hours.
2. Applications for use of MCHS 156 facilities must be submitted at least two (2) weeks prior to date of use.
3. If necessary, Snow removal services will be provided by the District at an additional expense (separate billing) during after school or weekend hours as required before a contracted event at an additional rate (man w/truck, plow, and salt spreader) of \$85 per hr.
4. Sponsoring organizations will provide sufficient and competent adult supervision. Adequate supervision will be agreed upon at the time the use Application is issued.
5. Up to three (3) individuals can be identified as the person in charge and all must be identified at the time the use Application is issued. The person in charge must be present before access and/or entry to the facilities is allowed, must not leave the facility until all attendees and/or participants have left the facilities and is responsible for all conditions related to the usage.
6. No access to approved area(s) is allowed before or after time indicated on the Application. It is the responsibility of the person in charge to strictly monitor the use. Any deviation from the Application will jeopardize future use.
7. No facility use can occur outside the area(s) indicated on the Application. A custodian will be on-site during the activity but will have no authority to authorize or allow any use not designated on the Application.



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8. A Facilities Use Request must be completely filled out identifying set-up requirements, including, but not limited to, comprehensive written description, diagram, photograph, and scanned or electronically submitted documents. Any additional and/or not originally identified request may not be provided.
9. Use of materials on floors, walls, or other parts of the building is prohibited without specific approval of the District Facilities Manager and/or the building Assistant Principal.
10. Decorations will be fireproof and will be erected in a manner that will not be destructive of school property. Fire and safety regulations, including but not limited to OSHA, NFPA, IDPH and OSFM, will be followed at all times and decorations will meet the approval of the District Facilities Manager and/or the building Assistant Principal.
11. Decorations or special effects will be promptly taken down and removed from the facilities by the group using the building facilities. Subsequent clean up and maintenance will be a cooperative effort between the group and school employees.
12. A pre-approved, nominal number of tables and chairs can be included in the use of the building. No school equipment, including but not limited to: overhead projectors, televisions, computers, printers, playback equipment, sports equipment, pianos or other musical equipment, kitchen equipment, sound systems, and/or lighting systems may be used without specific authorization of the Department Head and/or the building Assistant Principal. Notification of said approved use is to be provided to the Facilities Manager.
13. Arrangements for seating or any other special facilities or equipment will be made at the time the Application is issued. Additional fees will be charged for supervision, handling or setting up equipment currently within the building.
14. Additional requested use of space, personnel and/or equipment not identified in the Application will be billed separately. Payment will be the responsibility of the Organization/Representative and said Organization/Representative agrees to pay MCHS 156 within seven (7) days.
15. Applicants may be asked to supply any special supervision needed, police protection, parking supervision, etc. as determined by the Board of Education, Facilities Manager and/or the building Assistant Principal.
16. Authorization for use is non-transferable. Rental fees and service charges will be determined in advance of facility use. Cancellations must be made at least two (2) business days in advance or fees, in addition to the cancellation fee, will be assessed.
17. Any activity or event advertisement will clearly indicate the sponsoring organization. MCHS 156 will be listed only as the location of activity.
18. All groups are responsible for damages created during the time of facility use. The person in charge shall immediately report any and all damages to the on-site District representative. Damage determination will be made by the District Facilities Manager and/or the building Assistant Principal.
19. Any school official, employee or agent or its Board of Education or any member, employee or agent of MCHS 156 shall not be held responsible for damage to property or other loss of material brought into or onto school facilities nor shall any of them be held responsible for injuries to anyone which may occur in or on school facilities, as a result of, or in any way connected with, the subject activity.
20. A Certificate of Insurance verifying that the user holds occurrence-based public liability and property damage insurance of limits of \$1,000,000 must be dated and received by MCHS 156 no earlier than 10-14 days prior to facilities use. The insurance certificate must also include a statement that the



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insurance will not be cancelled, modified or non-renewed during the time of the facilities use. Facilities use is prohibited until said Certificate is received and determined to meet or exceed defined limits of liability.

21. A trained and certified user-provided AED representative must be present during the event. The representative's current AED certification must be submitted prior to any use.
22. If food will be prepared, served and/or sold, a valid permit from the McHenry County Health Department and the provider's current food service license must be submitted.
23. During pool use or at anytime the pool and surrounding areas are in use, a trained and certified lifeguard must be present. The lifeguard's current certification must be submitted prior to any use.
24. The person(s), group, organization, or other as identified on the approved use Application agrees to pay all costs as indicated on the Application prior to facility use, but no later than two (2) weeks before first date of use. Payments are non-refundable unless written cancellation is provided to the District Facilities Manager and/or the building Assistant Principal., at least two (2) business days in advance of use. The cancellation fee in effect will be assessed and subtracted from any refund.
25. The applicant is responsible for observance of all applicable School Board policies, national and state laws, local ordinances, and police and fire department rules regarding public assemblies.
26. MCHS 156 can, at any time, deny or refuse to approve any Application or cancel, without liability, any use Application or agreement if, in the judgment of the Board, said use presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state or local law ordinance.
27. MCHS 156 reserves the right to cancel, postpone, reschedule, or relocate an event due to extenuating circumstances caused by, but not limited to, weather, emergencies, or any unforeseen event.

Restrictions

1. Activities that may be injurious to the building, grounds or equipment are prohibited.
2. Personal or private celebrations to which the general public is not invited are prohibited.
3. Activities for private, personal or commercial gain, including raffles, lotteries, gambling, or other games of chance are prohibited. This includes fundraising campaigns except as permitted by the District Facilities Manager and/or the building Assistant Principal.
4. Alcohol and tobacco product use is prohibited inside any part of school buildings, in parking lots and any other areas designated as school property.
5. All sales of merchandise, printed matter or other materials are forbidden on MCHS 156 property in connection with any meeting except with the approval of the District Facilities Manager and/or the building Assistant Principal.
6. No liquids or refreshments are to be served in the gymnasiums, auditorium or theatre.
7. No footwear, except tennis shoes, is allowed on gym floors.
8. No pianos, scenery, heavy equipment, or other such material is to be brought into the building unless permission is granted. Immediately following the usage, all items are to be entirely removed.
9. Facilities are available to non-school groups during holidays under special consideration, authorization and Schedule of Fees.
10. Any violation of the Facilities Rental Procedure will prevent subsequent use of school facilities.



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Application Process

1. All Applications for use must be submitted online through the MCHS 156 website.
2. Submission of the completed Application is required for each event at least two (2) weeks in advance of the requested date.
3. Payment of the full amount must be received no later than two (2) weeks prior to the event.
4. A current Certificate of Insurance must be dated and received by MCHS 156 no earlier than 10-14 days prior to facilities use. Any additional license requirements as identified by the Facilities Manager and/or building Assistant Principal must be received 10-14 days prior to the event.
5. In the event of multiple event requests, a current Certificate of Insurance is required for each separate use. No facilities use is allowed if the Certificate of Insurance is not received or does not reflect the required limits of liability.
6. Signed approval of the use Application by the District Facilities Manager and/or the building Assistant Principal is required.
7. The Board of Education, through the District Facilities Manager and/or the building Assistant Principal, reserves the right to grant, deny or revise any Application for use of school property and, at any time, to review and revoke for cause and without prior notice, any permission previously granted.

Cancellation Process

1. Cancellations must be made, in writing, at least two (2) business days prior to the first date of use to the District Facilities Manager and/or the building Assistant Principal.
2. If notification as required is not provided, the requestor must pay for scheduled personnel as well as operating costs for the scheduled use.
3. If MCHS 156 cancels, postpones, reschedules, or relocates an event due to extenuating circumstances caused by, but not limited to, weather, emergencies, or any unforeseen event, notice will be provided to the user.