

THE SCHOOL DISTRICT U-46 FACILITY RENTAL PROGRAM

It is the intention of the School Board and School District Administration to provide School District facilities to external community groups and organizations, herein known as Renters, for the benefit of the community and the schools. Renters will use School District facilities to host their events such as community programs, meetings, sporting events, and many more. These events must benefit the community and the schools.

FACILITY RENTAL PROCEDURE

All groups (non-school related) wishing to utilize facilities in School District U-46 should visit the School District U-46 webpage at: <http://www.u-46.org/rentals/rentalRequest.cfm> and submit an online facility rental application. Any questions regarding the rental program can be directed to extension 4200. To alleviate interruption of regularly scheduled school activities, no dates will be confirmed until approved by the building principal/designee. Upon approval, a confirmation letter will be sent to the group along with a facilities contract and preliminary cost estimate; if appropriate.

RENTAL GROUP CATEGORIES:

Rental groups are divided into 5 group categories depending on their affiliation with the school district. Rental group categories will pay an amount based on the affiliation using a multiplier applied to the final cost estimate. Below are the categories and their multipliers: NOTE: Field Rentals ARE NOT included in the Group Categories below. Field Rentals are based on In District and Out of District rates.

SCHOOL DISTRICT U-46 RENTAL GROUP CATEGORIES 2018-2019				
Group 1 School-Specific	Group 2 Groups Serving SD -U46 Students/Schools	Group 3 U-46 Community Organizations/Municipalities	Group 4 Not-for-Profit Non-School Related	Group 5 For Profit, and Others
All Fund Raising Proceeds or Participants are for a one specific U-46 School – or have an agreement w/ SD-U46	Majority Participants are U-46 Students (minimum 75%) Examples include:	Participants/Groups are within U-46 Attendance Boundaries Examples include:	Non-School Related (must have Not-for-profit certification form on file) Examples include:	Majority of Proceeds benefit Orgs/Groups Out of District Examples include:
<ul style="list-style-type: none"> o PTO/PTA Groups* o Boosters (High Schools) o U46 Foundation 	<ul style="list-style-type: none"> o Boy/Girl Scout Groups o Crossroads o Champion Youth Outreach o Child Evangelism o Athletic Youth Programs: <ul style="list-style-type: none"> ➢ Basketball groups ➢ Football Leagues ➢ Baseball League ➢ Softball Leagues ➢ Soccer Leagues ➢ Swim Leagues ➢ Cheerleader Groups ➢ Wrestling Groups 	<ul style="list-style-type: none"> o Park Districts o Non U-46 Athletic Youth Programs <ul style="list-style-type: none"> ➢ Basketball groups ➢ Football Leagues ➢ Baseball League ➢ Softball Leagues ➢ Soccer Leagues ➢ Swim Leagues ➢ Cheerleader Groups ➢ Wrestling Groups ➢ Chess Scholars ➢ Language Stars (Spanish Classes) o Local & State Fire/Police o YMCA/YWCA 	<ul style="list-style-type: none"> o Churches – or Places of worship o Cultural Groups o Charity Organizations o Cohort Universities 	<ul style="list-style-type: none"> o Cheer Events o Basketball Events o Dance Events o Tournaments Events o Non-U46 Music Concerts o Non-U46 Theatre Productions o Homeowners Associations o Scuba Clubs o Art Programs
Booster Clubs and PTA/PTO need to follow/align with BOE policy	Youth Athletic Programs – formerly known as ‘feeder’ teams. Scouts and other after school programs	Previous BOE approved IGA agreements will be followed until expiration according to terms.	Groups must provide 501-(C)(3) certificate	
GROUP CATEGORY MULTIPLIER				
0.60	1.0	1.2	1.8	2.50

* PTO fund-raising events will be billed facility rates at the Category 1 Multiplier.

PARENT TEACHER ORGANIZATIONS (PTO)

Based on the collaborative and synergistic affiliation with their respective schools, PTO groups at elementary buildings are provided an accommodation in the facility rental program for events at their respective schools.

PTO groups that abide by School Board policy 8.090 will have the following consideration given, and as long as they also abide by the Facility Rental Building Contract guidelines:

- A. For ALL PTO events, including Saturday events, room rental fees will be waived if the following guidelines are followed:
 - The event is scheduled with the Facility Rental program office and occurs Monday through Friday from the start of the school day to the custodian's quitting time.
 - All custodial overtime will be paid by the PTO, where applicable.
 - A PTO liability insurance certificate must be on file with the Facility Rental office.
 - The Principal or his/her designee is onsite for the PTO event.
 - The PTO does not engage with, or contracts with a vendor to market or sell their products to the general public, and/or expands the event beyond the school community.
 - The event is open to the school community only and not the general public.
 - PTO groups abide by all restrictions listed in the **RESTRICTIONS** section on the following page.

CHARGES AND CANCELATIONS

1. A signed facilities contract, certificate of insurance, and deposit must be on file in the Facility Rental Program office 5 days prior to the event. For first time renters, 100% deposit is required including a complete application, 5 days prior to rental event date. For returning renters, the deposit will be 50% of the total estimated rental cost. If the total estimated cost is less than or equal to \$100, the full amount is due 5 days prior to rental event.
2. All cancellations must be received 2 business days (48 hours) prior to the building being used or charges may apply. If charges apply, a detailed invoice will be submitted to the group utilizing facilities.
3. The Renter must read, understand, and comply with all "Restrictions" in the Restrictions listing below.

Requirements

1. Renter shall supply the district a "Certificate of Insurance" with the following minimum limits:
 - a. General Liability
 - Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000
 - Property Damage Liability of \$250,000 each occurrence, with an aggregate of \$250,000
 - Bodily Injury and Property Damage Liability combined of \$1,000,000 each occurrence, and \$1,000,000 aggregate
 - b. Automobile Liability, if applicable:
 - Bodily injury each person of \$250,000
 - Bodily injury each accident of \$500,000
 - Property damage of \$100,000
2. The renter is responsible and liable for all damages to school district property. All instances of damage must be reported to district personnel as soon as possible.
3. The renter agrees to hold School District U-46 harmless as a result of any actions by the renter, and further from any action or suit by any person, partnership, corporation, or association, or association for injury, damage, or loss to persons or property resulting from the rental of school facilities.
4. The School District will require District staff to open and close the building for renters. District staff are assigned to the building for the duration of the rental period. Custodians will start one half hour before the scheduled rental and work as necessary after the rental. An additional half hour will be applied before and after to all rental events to cover this cost. Custodians will have a work assignment by the District to meet the District needs during the rental event.
5. Renters must have an **adult present** and in charge of the activity during the entire rental period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.

6. At certain times and/or activities the school district may require additional adult supervision, chaperones, or police. All additional expenses are the responsibility of the renter.

Use of School/Spaces

1. Renters are restricted to the use of specific area(s) and times rented. All renters and their participants shall confine themselves to those spaces and times. Charges will apply for extra time and space used.
2. Storage for rentals must be pre-arranged with the Facility Rental Program office. Specific arrangements must be made before the rental date. All storage is at the renters risk and must be removed immediately after the rental period. This is conditional upon availability of space.
3. Renters shall not attach any item to School District property or make any modifications to building structure or equipment, including any modular storage.
4. Limited movement of furnishings will be allowed with prior approval. If special set-up is required it must be pre-arranged before use. The District's time involved in set-up will be charged to the renter. The renter is prohibited from bringing in and using any heavy equipment and/or items in the buildings that may damage floors, walls, or any building systems. The renter may make arrangements for doing set-ups themselves. Furnishings must be returned to their original position.
5. The District reserves the right to restrict and remove some specific areas of the school and grounds from the rental program.
6. Parking lots may be rented when available. No parking in restricted areas. All local and state laws will be followed. If parking lots are the only facility to be rented, a charge will apply.

RESTRICTIONS – PLEASE READ

1. Renters must comply with fire codes, life/safety codes, and all other applicable local, State and Federal laws.
2. No alcohol, narcotics, or fire arms allowed on school property.
3. No Violence or fighting of any sort.
4. No smoking is allowed on School District property.
5. No food or drink shall be sold or consumed on district property without prior approval. Meetings shall not be political in nature, subversive to the U.S. Government, immoral, or discriminate against race, color or creed.
6. No group shall attempt to raise funds or solicit contributions without prior approval.
7. No tipping of U-46 personnel is allowed.
8. Rentals are allowed during the holidays and spring vacations only under special circumstances.
9. Rentals on school holidays will be allowed only under special circumstances.
10. Rentals are automatically canceled when emergency (snow) days are declared.
11. Rental shall be to groups only, for educational or civic gain.
12. Profanity will not be tolerated.
13. No private parties.
14. No keys will be given to renters, students or other unauthorized personnel.
15. The distribution of any literature or materials must have prior approval.
16. Rentals are for short time periods. Long term rentals, especially those beyond one year, may preclude priority ranking and special costs.

Grounds

1. Use of athletic and play fields for recreational activities are allowed when there is no conflict with school activities. Reservations must be made by visiting the School District web page at www.U-46.org and submitting an online facility rental application.
2. Stadiums, varsity fields, and certain outside areas are restricted from rentals such as Millennium, Memorial and South Elgin High School Stadiums. Stadium fields will be restricted to School District activities and events only.
3. No field work allowed, such as mowing, raking, and dragging of fields.
4. No motorized vehicles are allowed on school athletic fields other than emergency vehicles.
5. School grounds close at dusk.
6. All debris and litter must be removed from school grounds after use.

Equipment

1. Kitchen facilities must be operated by U-46 Food Service staff during rental events. All costs for food service workers will be assessed to the renter.
2. Certain stage, AV equipment, etc. require special handling. Only U-46 staff are required to operate auditorium AV equipment for rentals. All AV costs including AV technology workers' time will be assessed to the renter.
3. Equipment innate to an area will be part of the rental agreement with applicable charges. The renter must be qualified in the use of the equipment before use. No movement or changes of the equipment may occur without prior approval.
4. Special arrangements for the use of equipment may be possible with prior approval.
5. The district will not lend or rent equipment for use outside of the school.

Energy Concerns

1. The school district will encourage and endeavor to rent facilities on a shared basis thus lessening the energy cost impact to the school district. Likewise where possible, the school district will rent in special heating/cooling zones of buildings.
2. Saturday and Sunday rentals will be approved only when no other dates are available and appropriate.
3. Lighting, heating or air conditioning (where available) must be specifically requested in writing and Energy Surcharges will apply.

PRINCIPAL'S ROLE IN BUILDING SUPERVISION

Principals manage all programs, schedules and staff in their schools. Staff management in support areas are in partnership with supervision from district offices such as Plant Operations. Custodial schedules are developed by the principal, Plant Operations, and the custodian. The schedules are based upon District standards and specific building needs. Schedules include time for cleaning, building operations, educational function operations, and maintenance. The Plant Operations Department serves as a resource to the principal on all facility and grounds operations.

FIELD RENTALS

The Facility Rental program of School District U-46 is responsible for making facilities and athletic fields available to the communities it serves on a fair and equal basis. All community groups or persons seeking to use School District fields are required to submit an online facilities rental application at:

<http://www.u-46.org/rentals/rentalRequest.cfm>

High School Athletic Directors and Coaches will direct all field requests from outside groups to the rental program. The Facility Rental Program office is located within the Plant Operations office at:

Facility Rental Program
1460 Sheldon Drive
Elgin IL. 60120
847-888-5000 x4200
847-888-7177 - FAX

A. FIELD EXCLUSIONS

School District U-46 reserves the right to allocate certain athletic fields and facilities for the exclusive use of the schools, where the fields are located, and thereby removing them from the Facility Rental Program.

These fields include the following:

- All High School Varsity Fields
- Millennium, Memorial and South Elgin High School Stadiums

B. FIELD RENTAL CONTRACTS

Upon completion of all Rental Program requirements, renters will be provided with a field rental contract. For verification purposes, the contract must be kept readily available while on the field in case a local police officer, or school district employee asks to see it. If the renter(s) cannot present the contract, they will be asked to vacate the field.

If a league rents a field for multiple dates and times and then divides up the time among several coaches; the league must ensure their individual coaches have a valid contract with the corresponding dates and times rented.

The contract does not grant the renter permission or authority to modify or upgrade the field in any way. The contract only grants time for using the playing field. Renter must vacate the field when their rented time has expired to minimize the possibility of interrupting the field use of another possible renter.

C. FIELD RATES

FIELD RENTAL RATES for 2016-2017⁵

SPORT	In District Rate ⁶	Out of District Rate ⁶
<u>FOOTBALL</u> ⁴		
MIDDLE SCHOOL		
Athletic fields	\$36.00 Per Block ⁷	\$53.00 per Block ⁷
ELEMENTARY		
Football field	\$24.00 Per Block ⁷	\$36.00 Per Block ⁷
<u>BASEBALL/SOFTBALL</u> ⁴		
HIGH SCHOOL		
Freshman fields only – No Varsity fields ¹	\$36.00 Per Block ⁷	\$53.00 Per Block ⁷
NOTE: Memorial, Millennium and South Elgin High Stadiums are not rented		
MIDDLE SCHOOL		
Baseball diamond	\$30.00 Per Block ⁷	\$45.00 Per Block ⁷
ELEMENTARY		
Baseball diamond	\$24.00 Per Block ⁷	\$36.00 Per Block ⁷
<u>SOCCER</u> ²		
MIDDLE SCHOOL		
Practice football field will be used	\$30.00 Per Block ⁷	\$45.00 Per Block ⁷
ELEMENTARY		
Soccer field	\$24.00 Per Block ⁷	\$36.00 Per Block ⁷
<u>RUNNING TRACKS</u> ³		
HIGH SCHOOLS –	\$116.00 per Block ⁷	\$173.00 per Block ⁷
<u>TENNIS</u>		
High School Courts Only	\$30.00 per Block/court ⁷	\$45.00 Per Block ⁷
<u>PARKING LOTS</u>		
All School Buildings	\$173.00 flat fee/day	\$260.00 flat fee/day

NOTES ON FIELD RENTALS:

1. High School Varsity Fields, Memorial, Millennium and South Elgin High Stadiums are not rented.
2. Soccer rentals will provide their own soccer goals/nets, and will remove them after their games/practices.
3. Running Tracks at Bartlett HS, Larkin HS, and South Elgin HS are rented, but not the football fields inside the running tracks. All renters will abide by the District's Movable Soccer Goal safety policy.
4. A Portable toilet will be required for field rentals lasting more than 2 hours, at an additional cost
5. The above rates do not include any school district staff labor charges.
6. If outdoor lighting is needed an additional energy surcharge will apply.
7. Per block rates are based on a 2 hour block of time. A block of time will be used even if 15 minutes are used.

D. FIELD USAGE RULES (as listed on the field rental contract)

1. Only the area of the playing field for which this request has been made shall be used and as stated in the U-46 Rental Confirmation. Special permission must be obtained to use any other space.
2. Proper care must be given to the grounds and district property. Renter assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be reported to School District U-46 personnel as soon as possible.
3. The renter is required to provide a Certificate of Insurance providing liability coverage for the event and naming School District U-46 as an additional insured. See rental contract for insurance amounts.
4. An adult must be present for all activities involving youth. The adult in charge of the activity must be present during the entire period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
5. No items shall be attached to School District property or any modifications made to building structure, equipment or grounds. All field maintenance will be done by School District employees only, no group will in any way alter any School District property. Examples of grounds alterations: NO group will mow, drag, stripe, water, fertilize fields, install goal posts, work on mounds, or connect to school district power receptacles etc., hand raking on baseball fields will only be acceptable. No storage of equipment is allowed.
6. The organization will comply with life safety codes and all other applicable local, state and federal codes.
7. Alcohol, Narcotics, firearms, and fighting or physical violence on school property are a violation of the law. They are strictly prohibited.
8. The renter will assume responsibility for clean up of area after each use and will properly dispose of all garbage. If clean up is required by School District staff, additional charges will be assessed.
9. No motorized vehicles are to be driven on school athletic fields. All vehicles must remain on paved parking lots, except for emergency vehicles.
10. The Board of Education of School District U-46, or a representative thereof, can revoke the privilege of using the playing fields should it deem it necessary to do so for any reason.
11. Renter understands any school sponsored activity takes precedence over any other outside scheduled activity.
12. All cancellations must be made 2 business days prior to the date the facility is to be used to the rental coordinator at 847-888-5060, or rentals@u-46.org.
13. Renter understands that for certain activities School District U-46 may require additional adult supervision, chaperons, police, deposit for clean up costs, etc. All additional expenses are the responsibility of the renter.
14. No meetings shall be political in nature, or be subversive to the U.S. Government, immoral, or discriminate against any race, color or creed, etc.

15. The distribution of any literature or materials, such as signs or flyers, must have prior approval from Community Relations Department in School District U-46 (847-888-5000).
16. Consideration will be given to groups who reside within the U-46 School District boundaries.

E. PORTABLE TOILET SERVICE

Field rental events with a term of one or more days and with each day lasting 2 or more hours will be required to pay for a rented Portable Toilet. The School District will be responsible for ordering, placement, and servicing schedules. Portable toilet rates are determined by the vendor rates.

F. TENNIS COURTS

All Tennis Courts are locked when not in use. The Plant Operations department is responsible for unlocking and unlocking the tennis courts prior to and after a rental event. Tennis court rental use must be obtained by submitting an online application at www.U-46.org.

G. FIELDS UNDER INTERGOVERNMENTAL AGREEMENTS(IGA)

Fields under an IGA are not included in the Rental Program. Contact the Rental Program office for a list of fields under an IGA.

H. FIELD RENTAL PROCESS

- A. The field rental process begins with the renter submitting an online application at:
<http://www.u-46.org/rentals/rentalRequest.cfm>
- B. After reviewing the application and the field schedule, the rental program will approve or deny the request.
- C. If approved, the renter will be contacted to submit a signed rental contract, a copy of their Insurance certificate, and deposit or full payment.
- D. Once all documentation is received a Confirmation letter and Field Permit will be sent to the renter.
- E. Once the rental event period has expired, the renter will have 30 days to submit final payment of all outstanding balances.

I. PLOWING & SALTING FEES

On October 19, 2012, the Facility Rental Program Ad Hoc Committee approved to have the Plowing and Salting fees embedded in the facility fees in order to continue to recover these costs, and not as a separate fee.

J. PAYMENT PROCEDURES

The Facility Rental Program accepts the following payment methods:

- Credit Card payments (MC, Visa, and Discover) No AMEX
- Checks
- Cash

NOTE: A Deposit of 50% is required prior to the rental event for recurring renters. A new renter is required to pay 100% of the rental event cost.

K. PRELIMINARY COST ESTIMATE FORM

Renters should use this form to help calculate an estimated cost for their rental. The form is updated annually with fee adjustments based on union labor contracts, and the Consumer Price Index(CPI); accordingly. The form is downloadable and can be manually filled in by the renters. Once renters have an estimated cost for their rental they may go to the Facility Rental Program web page to fill out and submit an online application using the following link:

<http://www.u-46.org/rentals/rentalRequest.cfm>

SCHOOL DISTRICT U-46, ELGIN, ILLINOIS
PRELIMINARY COST ESTIMATE FORM

TODAYS DATE _____ GROUP CATEGORY:² 1 ___ | 2 ___ | 3 ___ | 4 ___ | 5 ___

BUILDING: _____ EVENT: _____

RENTER INFORMATION: NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE: _____

FAX: _____

DATE(S): _____

TIME(S): _____

ROOM(S): _____

OF SESSIONS/BLOCKS: _____ TOTAL HRS. _____

ROOM RATES / FACILITY COSTS: (Room rates are based on a 2 hour block of time)

	<i>RATE</i>	<i>EST. AMT</i>		<i>SUBTOTAL</i>	<i>ACTUALLY USED</i>
<u>HIGH SCHOOL FACILITIES</u>					
Gym	\$74.00	x _____ blocks	= \$	_____	_____
AUX Gym/Wrestling room	\$53.00	x _____ blocks	= \$	_____	_____
Auditorium	\$192.00	x _____ blocks	= \$	_____	_____
Commons/Cafeteria	\$58.00	x _____ blocks	= \$	_____	_____
Classroom	\$29.00	x _____ blocks	= \$	_____	_____
Pool	\$144.00	x _____ blocks	= \$	_____	_____
Kitchen	\$41.00	x _____ blocks	= \$	_____	_____

MIDDLE SCHOOL FACILITIES

Gym	\$63.00	x _____ blocks	= \$	_____	_____
AUX Gym	\$46.00	x _____ blocks	= \$	_____	_____
Auditorium (ESC building)	\$80.00	x _____ blocks	= \$	_____	_____
Commons/Cafeteria	\$41.00	x _____ blocks	= \$	_____	_____
Classroom	\$29.00	x _____ blocks	= \$	_____	_____
Kitchen	\$35.00	x _____ blocks	= \$	_____	_____

ELEMENTARY SCHOOL FACILITIES

Gym	\$46.00	x _____ blocks	= \$	_____	_____
Commons/Cafeteria	\$35.00	x _____ blocks	= \$	_____	_____
Classroom	\$29.00	x _____ blocks	= \$	_____	_____

ADDITIONAL PARTICIPANTS CHARGE	RATE	EST. AMT	SUBTOTAL	ACTUALLY USED
Add \$7 dollars per block for every 100 additional Participants over the base 100	\$7	x _____ block(s) x _____	= \$	_____

SUBTOTAL OF COSTS: = \$ _____

SUBTOTAL OF COSTS from previous page: = \$ _____

GROUP CATEGORY MULTIPLIER

(Multiply the subtotal above with your group's Category Multiplier for your final cost estimate)

Category 1 x 0.60
 Category 2 x 1.00
 Category 3 x 1.20 X
 Category 4 x 1.80
 Category 5 x 2.50 = \$ _____

SUBTOTAL OF ROOM RATES / FACILITY COSTS: = \$ _____

OUTDOOR RENTALS -- Note: Continue below if there are no Field Rentals --

FIELDS	IN DISTRICT			OUT OF DISTRICT			TOTALS		
	RATE	X	BLOCKS	RATE	X	BLOCKS	=	ESTIMATED	ACTUAL
FOOTBALL – MIDDLE SCHOOL Athletic fields	\$36.00 per block	X		\$53.00 per block	X		=		
FOOTBALL – ELEMENTARY SCHOOL	\$24.00 per block	X		\$36.00 per block	X		=		
BASEBALL/SOFTBALL H S (No Varsity fields, freshman fields only)	\$36.00 per block	X		\$53.00 per block	X		=		
BASEBALL – MIDDLE SCHOOL	\$30.00 per block	X		\$44.00 per block	X		=		
BASEBALL – ELEMENTARY SCHOOL	\$24.00 per block	X		\$36.00 per block	X		=		
SOCCER MIDDLE SCHOOL	\$30.00 per block	X		\$44.00 per block	X		=		
SOCCER ELEMENTARY SCHOOL	\$24.00 per block	X		\$36.00 per block	X		=		
RUNNING TRACKS	\$116.00 per block	X		\$173.00 per block	X		=		
TENNIS COURTS (per court, per day)	\$29.00 per block	X		\$44.00 per block	X		=		
PARKING LOTS (all buildings)	\$173.00		FLAT FEE	\$259.00		FLAT FEE	=		

ADDITIONAL PARTICIPANTS CHARGE

(for field rentals)

Add \$6 dollars per block for every 100 additional Participants over the base 100 \$7 x _____ = x _____ blocks = \$ _____

SUBTOTAL FOR OUTDOOR RENTAL COSTS: = \$ _____

SCHOOL DISTRICT LABOR RATES

OVERTIME CUSTODIAL RATES:(Monday through Friday, after 3:30 p.m. For events with over 100 participants, a custodian will be required for the rental event. On Saturdays, custodial labor rates will apply accordingly.)

	<u>RATE</u>	<u>EST. AMT</u>	<u>SUBTOTAL</u>	<u>ACTUAL USED</u>
Elementary School	\$54.10/hr x _____	hrs	= \$ _____	_____
Middle School	\$60.07/hr x _____	hrs	= \$ _____	_____
High School	\$64.88/hr x _____	hrs	= \$ _____	_____

OVERTIME CUSTODIAL RATES: (Double-time) (Sundays, School Holidays)

Elementary School	\$72.64/hr x _____	hrs	= \$ _____	_____
Middle School	\$80.10/hr x _____	hrs	= \$ _____	_____
High School	\$86.56/hr x _____	hrs	= \$ _____	_____

OTHER DISTRICT EMPLOYEES: RATE EST. AMT SUBTOTAL ACTUAL USED

Audio Visual Tech.	\$51.45/hr x _____	hrs	= \$ _____	_____
AV Tech. Helper	\$20.34/hr x _____	hrs	= \$ _____	_____
Food Service Tech.	\$42.98/hr x _____	hrs	= \$ _____	_____
Groundskeeper	\$58.38/hr x _____	hrs	= \$ _____	_____
Security Workers	\$29.30/hr x _____	hrs	= \$ _____	_____

OTHER DISTRICT EMPLOYEES: RATE EST. AMT SUBTOTAL ACTUAL USED

Audio Visual Tech.	\$68.60/hr x _____	hrs	= \$ _____	_____
AV Tech. Helper	\$26.51/hr x _____	hrs	= \$ _____	_____
Food Service Tech.	\$57.32/hr x _____	hrs	= \$ _____	_____
Groundskeeper	\$76.30/hr x _____	hrs	= \$ _____	_____
Security Workers	\$47.27/hr x _____	hrs	= \$ _____	_____

EQUIPMENT:

Tables/Chairs Setup	\$27.35/event x _____		= \$ _____	_____
Light/Sound Booth	\$27.35/event x _____		= \$ _____	_____
Microphones (per item)	\$27.35/event x _____		= \$ _____	_____
Lights (Follow spot, black light)	\$35.01/event x _____		= \$ _____	_____
Risers (per item)	\$27.35/event x _____		= \$ _____	_____
Piano	\$39.00/event x _____		= \$ _____	_____
Bleachers	\$34.00/event x _____		= \$ _____	_____
Volleyball nets	\$17.00/event x _____		= \$ _____	_____
Others	\$17.00/event x _____		= \$ _____	_____

TOTAL ESTIMATED COST: = \$ _____

REQUIRED DEPOSIT*: \$ _____

*50% of the Total Estimated Cost deposit is required 5 days before scheduled event. If the Total Estimated Cost is less or equal to \$100, the full amount is due up front. If there is no record of renter on file, 100% payment is due 5 days before the event.

NOTES:

1. Facility Rates are based on rental events with up to 100 participants/attendees. An additional \$6 will be assessed per facility, per block for every additional 100 participants/attendees.
2. See Group Categories on page 17-5
3. Based on 2hour blocks
4. All requests are considered tentative until a signed rental contract, deposit, and certificate of insurance are on file.
5. One hour extra for setup/takedown charge is required (30 minutes before and 30 minutes for after) (based on Custodial Rate) for all events.
6. Any rental that involves food or hosts 150 participants requires 2 custodians present at the event.
7. All school Kitchen rentals will require a Food service employee present for the event.

CONTRACT FOR USE OF

ATHLETIC FIELDS/GROUNDS/PARKING LOTS

BUILDING: _____ DATE OF USE: _____

GROUP: _____

AREA[S] ASSIGNED: _____

PURPOSE: _____

NOTE: **All arrangements are considered tentative until Contract, Certificate of Insurance, and deposit are on file in the Facilities Coordinator's Office.**

I, the undersigned, hereby certify that I am the sponsor or appointed representative of the organization requesting use of the athletic playing fields. I hereby expressly agree individually and on behalf of said organization to indemnify and forever hold harmless School District U-46, its officers, board members, and employees, individually and collectively, as to any claim or claims which might arise out of the use of the school facilities/properties as herein provided. In addition, I will comply with the following:

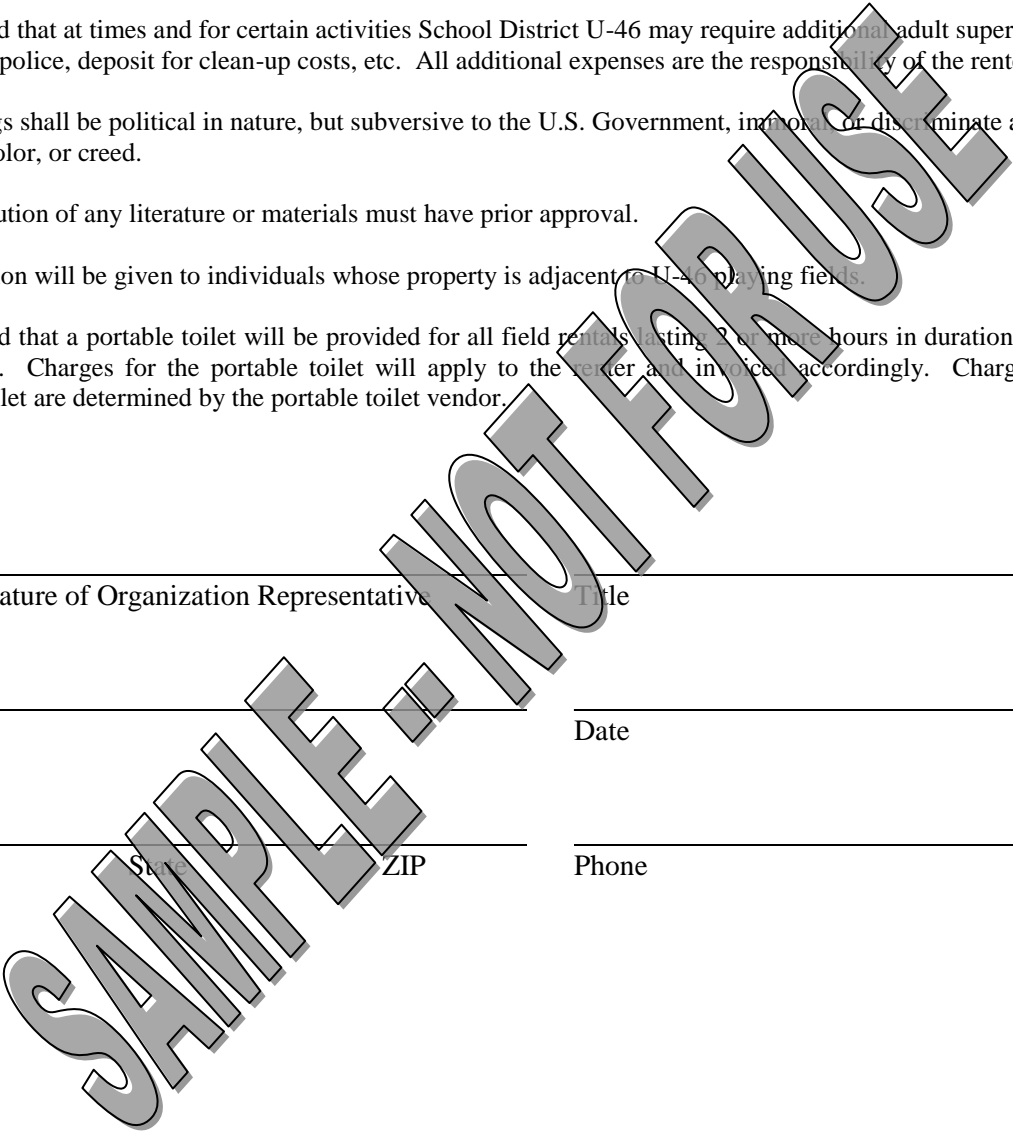
1. Only that area of the playing field for which this request has been made shall be used. Special permission must be obtained to use any other space.
2. Proper care will be given the grounds and district property. I will assume financial responsibility individually and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be reported to School District U-46 personnel as soon as possible.
3. I have attached to this contract a Certificate of Insurance providing liability coverage for the above organization naming School District U-46 as an additional insured as to the proposed use in amounts not less than the following:
 - a. Bodily Injury Liability of \$1,000,000/\$500,000 each occurrence, with an aggregate of \$1,000,000.
 - b. Property Damage Liability of \$250,000 each occurrence with an aggregate of \$250,000.
 - c. Bodily Injury and Property Damage Liability combined of \$1,000,000 each occurrence, and \$1,000,000 aggregate.
4. An adult will be present for all activities involving youth. The adult in charge of the activity will be present during the entire period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
5. No items shall be attached to School District U-46 property or any modifications made to building structure, equipment or grounds. All field maintenance will be done by U-46, NO group will mow, drag fields, work on mounds, etc., and hand raking only will be acceptable.
6. The organization will comply with, life safety codes and all other applicable, local, state, and federal laws.
7. Alcohol, narcotics, or firearms are prohibited while on school property.
8. I will assume responsibility for clean-up of area after each use and will properly dispose of all garbage. If clean-up is required by U-46 staff, charges will be assessed.
9. No motorized vehicles are to be driven on school property. All vehicles must remain on paved parking lots except for emergency vehicles.

10. I realize the Board of Education, or a representative thereof, can revoke the privilege of using the building should it deem it necessary to do so for any reason.
11. I realize any school sponsored activity takes precedence over any outside scheduled activity.
12. I realize that cancellations must be made by 48 hours prior to the last working day (Monday through Friday) prior to the date the facility is to be used.
13. I understand that at times and for certain activities School District U-46 may require additional adult supervision, chaperons, police, deposit for clean-up costs, etc. All additional expenses are the responsibility of the renter.
14. No meetings shall be political in nature, but subversive to the U.S. Government, immoral, or discriminate against any race, color, or creed.
15. The distribution of any literature or materials must have prior approval.
16. Consideration will be given to individuals whose property is adjacent to U-46 playing fields.
17. I understand that a portable toilet will be provided for all field rentals lasting 2 or more hours in duration on one or more dates. Charges for the portable toilet will apply to the renter and invoiced accordingly. Charges for the portable toilet are determined by the portable toilet vendor.

 Authorized Signature of Organization Representative Title

 Address Date

 City State ZIP Phone



BUILDING UTILIZATION CONTRACT

BUILDING: _____

DATE(s) OF USE: _____

GROUP: _____

ROOM(s) ASSIGNED: _____

PURPOSE FOR BUILDING USE: _____

NOTE: All rental arrangements are considered tentative until Rental Contract, Certificate of Insurance, and deposit are received by the Rental Coordinator's Office.

I, the undersigned, hereby certify that I am the sponsor or appointed representative of the organization requesting use of the building. I hereby expressly agree individually and on behalf of said organization to indemnify and forever hold harmless School District U-46, its officers, board members, and employees, individually and collectively, as to any claim or claims which might arise out of the school facilities/properties as herein provided. In addition, I will comply with the following:

1. Only that part of the building for which this request has been made shall be used. Special permission must be obtained to use any other space.
2. Proper care will be given the building and contents therein. I assume financial responsibility individually and on behalf of said organization for that part of the school, or contents utilized therein, that might be damaged or stolen theft must be reported to School District personnel as soon as possible.
3. I agree individually and on behalf of said organization to meet any financial obligations for building rental and/or custodial services that may be required by the Board of Education of School District U-46.
4. I have attached to this contract a Certificate of insurance providing liability coverage for the above organization naming School District U-46 as an additional insured as to the proposed amounts not less than the following:
 - a. Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000.
 - b. Property Damage Liability of \$250,000 each occurrence with an aggregate of \$250,000.
 - c. Bodily Injury and Property Damage Liability combined of \$1,000,000 each occurrence, and \$1,000,000 aggregate.
5. An adult will be present for all activities involving youth. The adult in charge of the activity will be present during the entire rental period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
6. No items shall be attached to School District property or any modifications made to the building structure, equipment or grounds.
7. The organization will comply with give codes, life safety codes and all other applicable, local, state, and federal codes.
8. Alcohol, narcotics, and firearms are prohibited while on School property.
9. I will be responsible for insuring that only soft soled shoes will be permitted in any gymnasium.
10. There will be no smoking allowed on school property.

11. I understand rentals will be canceled when emergency days are declared.
12. I realize the Board of Education, or a representative thereof, can revoke the privilege of using the building should it deem it necessary to do so for any reason.
13. I realize any school sponsored activity takes precedence over any outside scheduled activity.
14. I realize that cancellations must be made 48 hours in advance (Monday through Friday) prior to the date the facility is to be used. If cancellation is not made by calling the Rental Program office, I understand charges will apply.
15. I understand that custodians will typically start one half hour before scheduled rental and work as necessary after the rental. Custodians will have work assigned by U-46 to meet U-46 needs.
16. I understand that at times and for certain activities School District U-46 may require additional adult supervision, chaperons, or police. All additional expenses are the responsibility of the renter.
17. No meetings shall be political in nature, be subversive to the U.S. Government, immoral, or discriminate against any race, color, or creed.
18. The distribution of any literature or materials must have prior approval.

 Authorized Signature of Organization Representative Title

 Address Date

 City State ZIP Phone

SAMPLE - NOT FOR USE