

Community Relations

Administrative Procedure - Community Use of School Facilities

1. The use of District facilities outside of normal school hours as designated by policy may be granted to groups and organizations in the following order of priority:
 - a. School District Organizations and Activities
 - b. Park District Activities
 - c. Community Organization Activities
 - d. Others

Permission to use the buildings and grounds by outside groups may be canceled if the use of the buildings and grounds is required by the schools. District 113A's buildings are not available for usage on the evening before or the day of any school term holiday or Institute Day, including: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday and Memorial Day. All schools are available on a limited basis. No schools are available from June 15 - August 31 unless specifically arranged through the Superintendent's office.

2. District 113A reserves the right to unilaterally cancel any approved request for school facilities at any time.
3. Organizations requesting the use of school facilities must present proof of insurance in the form of a Certificate of Insurance with School District 113A named specifically as "Additional Named Insured," for limits of \$1,000,000 combined single limit liability.
4. Applications for Use of School District Facilities may be obtained at either the district office or any school building office.
5. Applications for Use of School District Facilities must be filled out completely and submitted to the appropriate administrator a minimum of two weeks prior to the requested date.
6. The use of school facilities is granted only upon the availability of a custodian who volunteers for security coverage. Custodians are available for security purposes only, and are not intended to assist with the organization's activities. Additional costs may be incurred for set-up, take-down and clean up costs.
7. For security purposes, a custodian must be on duty at all times when the facility is being used by any organizations regardless of the title of the supervising adult.

The service of school building custodians working during the week on normal shifts are not available for any work that is not directly assigned by school supervisors. Custodians may not assume any responsibility beyond the scope of their assigned duties. Weekday activities must end 15 minutes before the custodial shift ends or 9:00 pm.
8. The organization must confine activities and persons to the area(s) approved. The organization is fully and solely responsible for proper supervision by an adult, 21 years or older, at all times when anyone participating in the event or activity is in the buildings or on school grounds.
9. Applications must be filed with the district office by one or more adults who will be responsible for the proper care of the facility and will be present at the time the building is opened and will remain in attendance until all persons have left the building. When organizations of youth-age groups use buildings, they shall be supervised by adults at all times and until all children have left the building.
10. Persons or groups using school buildings or grounds must assume full responsibility for all liability and must make full and prompt restitution for any damage caused.

11. The buildings and grounds used by any organization must be left in a clean and orderly condition, ready for use by the next group or the school. If custodial clean-up services are necessary following use by a group, the group will be charge for the clean-up services.
12. The use of alcohol, tobacco, and illegal drugs is strictly prohibited on school property.
13. Under no circumstances may fire or lighted candles or the like be used on school property.
14. The right to stop an activity and tell the group to leave is reserved by the School Board or its designee, if, in the opinion of its duly appointed representative(s), the group is damaging the buildings and grounds, or if the conduct of the group is not what is commonly expected of those using the buildings and grounds. In such a situation, further use of the buildings and grounds by the organization may be denied pending review by the Superintendent, his representative, or the School Board.
15. Persons and groups using school buildings and grounds must treat people on school grounds with courtesy and respect. Unsupervised children, rough, disorderly, or boisterous conduct, vulgar, profane, or obscene language, gambling and similar such inappropriate behaviors are prohibited on school district property.
16. All programs and activities will be canceled when school is closed due to inclement weather or emergency conditions, unless other arrangements are made with the Superintendent or the Superintendent's designee. Snow plowing, mowing, or air conditioning, etc. will not occur for the sole purpose of the organization using school property.
17. Proper footwear must be worn at all times, particularly in the gymnasium area.
18. Any damage done to school property must be reported by the group or organization to the school office in a timely manner.
19. The School Board and/or the Superintendent reserves the right to make exceptions to the above mentioned rules and regulations.
20. The School Board, through the Superintendent, reserves the right to refuse the use of any and all of its facilities to any organization at any time. The reasons for the refusal need not be stated.

Charges For Facilities Per Hour - Schedule A

The use of school property by parties other than elementary school age children increases operational expenses, requires added manpower for proper maintenance and security, and establishes a definite risk of damage. In the interest of sustaining the educational welfare of the school children, charges must be made. It is unfair to expect taxpayers of School District 113A to support additional groups when the tax funds could be better spent in the education of students. Many of the groups that are charged a fee are responsible community organizations, and some will probably feel they should be exempt from the charges listed on the rate schedule. However, for the sake of uniformity and consistency, this rate schedule has been established as a guide. This does not preclude additional charges being assessed where usage is reasonably expected to cause additional facility wear and tear or other cost to the District. Legally and practically, free use by an organization or group is not financially feasible.

Cancellations

District 113A reserves the right to unilaterally cancel any approved request for school facilities at any time. Cancellations by a user group in categories III through VI with less than 48 hours notice will result in a \$20.00 assessment fee.

Area	I & II	III	IV	V	VI
Cafeteria	N/C	50.00	70.00	100.00	150.00
Kitchen - Water/Warming	N/C	25.00	35.00	50.00	100.00
LRC/Music Rooms	N/C	25.00	50.00	100.00	150.00

Classroom	N/C	15.00	18.00	30.00	50.00
Small Gym	N/C	50.00	75.00	100.00	150.00
Large Gym	N/C	75.00	100.00	125.00	175.00
Personnel, Equipment and Utility Charges are not included in the above rates.					

Any group/organization failing to vacate school facilities by the specified time will be subject to an additional charge to the next half hour.

These fees are for limited or temporary usage. Repeated or consistent requests may fall into a “lease” structure as determined by the School Board.

Charges For Personnel and Utilities Per Hour - Schedule B

UTILITIES	RATE/HR.	WEEKENDS/HR.
Custodial	\$40.00	\$80.00

- Fraction hours will be rounded upward to the nearest half-hour.
- Custodial charges are in addition to set-up charges.
- Personnel rates may also be charged when the District deems overtime as necessary.
- All rates subject to change in conformance with policies of the School Board.

District 113A’s buildings are not available for usage on the evening before or the day of any school term holiday or Institute Day including:

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| Independence Day | Labor Day |
| Thanksgiving Day | Christmas Day |
| New Years Day | Good Friday |
| Memorial Day | |

Utilities Charges

UTILITIES	RATE/HR.	WEEKENDS/HR
Regular	\$15.00	\$25.00
Air Conditioned	\$25.00	\$35.00

Schools are available on a limited basis. No schools are available from June 15 - August 31 unless specifically arranged through the Superintendent’s office.

Charges For Equipment Per Hour - Schedule C

ITEM	RATE
Overhead Projector	\$10.00
VCR/Monitor	\$25.00
Lectern w/Portable PA (not available at all buildings)	\$25.00
Volleyball Net	\$25.00
Risers/Portable Bleachers (not available at all buildings)	\$50.00
Computer/Printer	\$100.00
Screen	\$30.00

- Fraction hours will be rounded upward to the nearest half-hour.
- All rates are subject to change.

- Storage space will be available but will be charged @ \$5.00/day or \$50.00/month per location or may enter into a Lease Agreement.
- Set-up and take-down of any school equipment is to be completed by District personnel.
- Billing will include additional “set-up” and “take-down” time at the discretion of the District Office.

Rental Categories For Organizations

- CLASS I: All approved student organizations of Lemont-Bromberek Combined School District 113A, all staff organizations or employee groups, all non-profit community organizations within District 113A directly affiliated with the schools, such as the PTA. (No charges)
- CLASS II: Community groups supported all or in part by local taxes and non-profit organizations who have a reciprocal arrangement with District 113A will be charged for time not covered in the reciprocal agreement, weekends or other times, as agreed upon by both entities.
- CLASS III: Community groups within this District who do not charge admission or fee to attend. Groups that are supported by voluntary contributions of the people whose purposes in some degree parallel those of the schools; non-profit, private schools within District 113A, colleges, and universities; groups for non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal uses; and who limit usage to Personnel, Equipment and Utility. (Personnel, equipment, and utility charges)
- CLASS IV: Community groups within the District who charge admission or a fee to attend and who limit usage. Groups that are supported by voluntary contributions of the people whose purposes in some degree parallel those of the schools; non-profit, private schools within District 113A and their affiliated organizations, colleges, and universities; groups for non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal uses; and (Personnel, equipment, and rated facility and utility charges)
- CLASS V: Groups within District 113A for profit where such profit is used for the advancement of that group. (Personnel, equipment, and rated facility and utility charges)
- CLASS VI: For profit outside District 113A Groups. Individual citizens for personal profit. (Personnel, equipment, and rated facility and utility charges)
- No group shall have the sole use of a building or specific area.
 - Class I, II, III, and IV (non-profit) organizations must have and show proof of tax-free status.
 - Repeated usage of more than 40 occurrences by Class III, IV and V groups may require a lease rather than approval of usage of school facilities.

Responsibilities of applicant:

1. A Certificate of Insurance with a minimum \$1,000,000 combined single limit is required to use School District 113A facilities and must accompany the rental applications.
2. Applicants are responsible for all damages to building, equipment, and fixed assets at current, market price for materials and labor for actions directly or indirectly arising out of or in connection with the use of school facilities.
3. Any injury must be reported to the facility representative immediately. A completed accident report will be required.

DATED: June 14, 2010