

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

Section A – Application Procedures

1. The facilities at Norridge School District 80 (“District”) are available for use by community organizations, pursuant to Board Policy 8:20. Specifically, school-sponsored student groups, other school-related organizations, government agencies and all other non-profit community organizations may apply to use the District’s facilities.
2. Organizations shall direct all requests for the use or rental of the District facilities to the Superintendent of Schools or his/her designee. Government agencies and non-profit community organizations may only request use of the cafeteria, auditorium, gymnasium or athletic fields, along with the hallways and parking areas needed to access those facilities. In addition to those spaces, school-sponsored student groups and other school-related organizations may request the use of other District facilities, including classrooms. Access shall be granted at the discretion of the Superintendent or his/her designee.
3. Upon receipt of a valid request, the Superintendent or his/her designee shall provide an Application form to the organization based on an initial determination that the organization is eligible to use the District’s facilities. The Superintendent or his/her designee shall have the authority to approve or deny use-of-facilities requests provided the following criteria are satisfied:
 - a. The requesting organization is a not-for-profit organization pursuant to State of Illinois law or a recognized 501(c)(3) organization,
 - b. The organization's headquarters are located within the District's boundaries,
 - c. At least 50% of the organization’s membership resides within the District's boundaries, and
 - d. The organization shall use the facilities for one of the following purposes:
 - i. Charitable
 - ii. Civic
 - iii. Cultural
 - iv. Educational
 - v. Governmental
 - vi. Political
 - vii. Recreational, and
 - viii. Religious
4. Requests from for-profit organizations shall not be approved.
5. The organization that submits the application to use/rent the District’s facilities must be the organization that will actually use the facilities. The District shall deny all applications from substitute/surrogate sponsors seeking approval for another organization to use the District’s facilities.
6. The Superintendent or his/her designee shall verify that the requested facility is available at the specified date and time and shall check conflicts with other activities in the District,

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

including parking arrangements. If denied, applicants shall be notified that their requests cannot be accommodated. If approved, the District's calendar shall be marked with the date(s) that the facilities shall be in use.

Section B – Facility Use – No Charge

1. School-sponsored student groups, other school-related organizations, government agencies and all other non-profit community organizations may use the District's facilities at no cost during regularly staffed hours.
2. Generally, the regularly staffed hours are from 7:00 a.m. to 3:00 p.m. Monday through Friday. Those hours are subject to change, at the Superintendent's discretion, based on the school calendar and other factors.

Section C – Facility Use – Fees and Costs Apply

1. School-sponsored student groups, other school-related organizations, government agencies and all other non-profit community organizations must pay the fees and costs for use of the District's facilities during non-regularly staffed hours.
2. The fees and costs are determined by the Superintendent, subject to annual approval by the Board of Education, and are itemized in the Section D and Section E, below.

Section D - Out-of-Pocket Costs

1. Applications for the use of the District's facilities shall not be valid unless accompanied by a non-refundable \$20 processing fee.
2. Out-of-pocket expenses are established prior to the start of each fiscal year, cannot be reduced or waived without the approval of the Board of Education and are in addition to the Facility Rental Fees shown in Section E.
3. The following rates are used to calculate out-of-pocket costs for personnel and other expenses:

Air Conditioning

Air conditioning, when available, at a rate of \$12 per hour plus the hourly rate of maintenance personnel.

Equipment

Equipment rates will be quoted on an individual basis since it is impossible to list all equipment. The District shall determine what equipment, if any, is available for rental.

<u>Personnel Services Per Hour</u>	<u>Hourly Rate</u>
Maintenance Staff	\$41
Custodial Staff	\$37

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

Other personnel

By Quote

4. In order to ensure accurate calculation of bills for out-of-pocket costs, time sheets for custodial and maintenance personnel are to be sent to the Superintendent's office through their immediate supervisors. Time spent on organization rentals is to be clearly marked.
5. Upon receipt of the hours worked and other costs involved, the Superintendent or his/her designee shall prepare bills for the organization. Follow up collection procedures shall be handled by the Student Activities offices.

Section E – Facilities Rental Fees

Following are the rental fees for the District's facilities:

Facility	Half-day or Evening	All Day	All Day and Evening
Classroom	\$25	\$35	\$45
Gymnasium, Cafeteria, Auditorium, or Athletic Field	\$50	\$100	\$125

Definitions

Half Day: Either 7:00 a.m. to noon or noon to 6:00 p.m.

Evening: 6:00 p.m. to midnight.

Full Day: 7:00 a.m. to 6:00 p.m.

Section F - Liability Insurance Requirements

1. All organizations, except school-sponsored student groups, agree to indemnify and hold harmless the District its Board members, officers, directors, managers, agents and employees from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of or in connection with the use of the District's facilities.
2. In order to use the District's facilities, all organizations, except school-sponsored student groups, shall be required to provide the District with a certificate of insurance naming Norridge School District 80 as an additional insured. The certificate of insurance shall indicate that the organization maintains coverage against personal injury and/or property loss in an amount not less than \$2,000,000, and the organization must provide verification that the organization's insurance carrier has a Best's rating of A-6 or better.

Norridge School District #80

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

Application for Use of Norridge School District 80 Facilities

This Application must be submitted to and approved by the Superintendent before any organization is allowed to use District facilities. Use of District facilities for school purposes has precedence over all other uses.

Organization name	Requested District facility
Supervisor from organization <i>(must be 21 years of age or older)</i>	Phone/email address
Program/activity	Date(s) and start/end time(s)
Equipment needed	Materials to be brought into facility
Room arrangement, including decorations	Food service required

1. All organizations must supply adequate supervision to ensure proper care and use of school facilities pursuant to the following terms:

- The organization is responsible to the Board for the use and care of the school facility.
- Sufficient, competent adult supervision must be provided.
- All adult supervisors must have cell phones with them at all times.
- Adult supervisors must ensure that no minor is left alone at any time during or after the activity.
- Entering any room or area not approved for use by the organization is prohibited.
- The adult supervisor will ensure that all participants vacate the facility at the scheduled end time. Use of the facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior written approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

2. The organization, with the exception of school-sponsored student groups, agrees to:

- Indemnify and hold harmless Norridge School District 80, its Board of Education, Board members, officers, directors, managers, agents and employees from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of or in connection with the use of the District's facilities.
- Waive and release any and all claims that may arise from or in connection with the organization's use of the District's facilities and that otherwise could be asserted against Norridge School District 80, its Board of Education, Board members, officers, directors, managers, agents and employees.
- Pay any and all damages to school facilities, furniture, or equipment arising out of the organization's use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board of Education's discretion.
- Provide the District with a certificate of insurance naming **Norridge School District 80** as an additional insured. The certificate of insurance shall indicate that the organization maintains coverage against personal injury and/or property loss in an amount not less than \$2,000,000, and the organization must provide verification that the organization's insurance carrier has a Best's rating of A-6 or better.

Norridge School District #80

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

3. **School-sponsored student groups, other school-related organizations, government agencies, and other non-profit community organizations are granted the use of the District's school facilities at no cost during regularly staffed hours but must pay fees and costs during non-staffed hours. The estimated fees and costs are as follows (to be completed by the Superintendent or his/her designee):**

Rental charge: _____

Out of pocket charges: _____

Meal and beverage service (as determined by the cafeteria supervisor): _____

Total Estimated Charges: _____

4. **Payment Method:** Check Money Order Credit Card

If payment is by check, please make check payable to: Norridge School District 80

If payment by credit card, please indicate the following: Visa Master Card Am Ex

Expiration date: _____ Credit Card No.: _____ CVV: _____ Today's date: _____

Authorized amount: _____ Authorized signature: _____

5. **All organizations agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an Automatic External Defibrillator (AED) is used.**

6. **All organizations agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6.**

Important: The District will not supervise any activity not sponsored by the District, nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

Activity being proposed is not in a physical fitness facility.

A copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* has been provided. 77 Ill.Admin.Code §§527.400(a) and 527.800(c). **Important:** State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated individuals who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Illinois law. 410 ILCS 4/10; 77 Ill.Admin.Code §527.100.

The undersigned hereby acknowledges receipt of a copy of the *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* and that the Applicant has read and understands the information in Sections 5-7.

7. **If the request involves a physical fitness facility, the non-school related organization must:**
- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
 - Give a copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* to each designated emergency responder.
 - Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
 - Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
 - Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
 - Arrange for at least one emergency responder to tour the facility before the activity.
 - Ensure that if an AED is used, the Superintendent is informed, and all appropriate forms are completed.

Norrridge School District #80

PROCEDURES FOR BOARD POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES

I certify that I am authorized to act for the above-named organization. By submitting this Application, the applicant states that, for and on behalf of the named organization, he/she has read and agrees to the terms listed in the Application and to abide by all applicable Board of Education policies and administrative procedures. Failure to provide the required Certificate of Insurance and payment for fees/costs will result in cancellation of this Application.

I understand that: (1) the approval of this Application does not constitute recognition of my organization as a District- or school-sanctioned group or activity, and (2) my organization may not represent itself or any of its activities as being District- or school-related based on approval of this Application.

_____	_____
Applicant name <i>(please print)</i>	Telephone number
_____	_____
Address	Email address
_____	_____
Applicant signature	Date

The Superintendent or designee will approve or deny this Application based on the information provided, the operational needs of the District and other criteria. *(Note to Superintendent or designee: After approving or denying this Application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)*

Approved **Denied**

_____	_____
Superintendent or designee	Date