

Policy 8:20
Community Use of School Facilities
Community Relations

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADMIN. PROC.: 8:20-AP (Community Use of School Facilities)

ADOPTED: April 17, 2007

REVISED: February 25, 2008; June 17, 2013

Policy 8:20 AP1

Administrative Procedure - Community Use of School Facilities

Community Relations

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an application, stating fully:
 - a. The applicant's name, address, and telephone number;
 - b. The specific facility requested and the purpose for which it will be used;
 - c. The type of program or activity;
 - d. The materials to be brought into or near the building;
 - e. The room arrangement, including decorations;
 - f. Needed food and drink service; and
 - g. Needed equipment.
3. All non-school related groups must:
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Pay any damages to school facilities, furniture, or equipment arising out of its 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's discretion.
 - c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
6. No furniture or equipment may be moved without prior approval from the Building Principal.
7. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
8. Activities must be supervised by AED trained supervisors.

ADOPTED: April 17, 2007

REVISED:

Policy 8:20 AP2

Administrative Procedure - Community Use of School Facilities

Community Relations

Where applicable, rental charges for District facilities shall be as follows:

- a. This schedule of rental charges includes provisions for custodial service for the first two hours of rental except as noted.
- b. At the time of application, necessary custodial service will be determined by the Principal in light of the requirements for each separate engagement and where extra custodial service is required, an additional charge will be made.
- c. There shall be a minimum of at least one person with proper food service certification in the cafeteria when food is being prepared.
- d. Adequate police protection shall also be provided as prescribed by the District. Police protection shall be arranged and all costs shall be borne by the organization using the facilities. When attendance exceeds 500 persons, two or more uniformed officers shall be employed. Verification of these arrangements shall be provided at the time of final approval.
- e. The cost of food service and custodial personnel shall be provided and billed on a per-hour basis.
- f. Buildings used when custodians are not regularly scheduled to work will require a minimum charge of two (2) hours of custodial time at the overtime rate. This will be charged under both full-rent or reduced-rent agreements.
- g. All payments for rentals or costs pertaining thereto are to be made in advance of the planned use. Checks are to be made payable to the Winnebago Community Unit District #323.
- h. The Board of Education reserves the right to waive or to change, in any manner it deems necessary, the foregoing rules and regulations or charges pertaining to the rental of school property (i.e. Board Policy 8:20).
- i. Groups that provide reciprocation to the school district may be provided fee exempt use of the district facilities.
- j. Custodial fees will be charged to all fee exempt groups.
- k. No functions are to continue after 12:00 midnight.
- l. No gambling, games of chance, smoking, or consumption, sale of, or possession of alcoholic beverages and/or controlled substances are permitted on school property.
- m. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted beforehand. The use of any materials on floors, walls, or other parts of the building without the specific approval of the custodian on duty is strictly prohibited.
- n. Any decorations (approved by the Principal or custodian on duty) shall be erected in a manner that will not be destructive of school property. All decorations must be removed from the building before leaving.

- o. Individuals, groups, societies, organizations, or associations will be required to provide proof of insurance liability, i.e., Certificate of Insurance naming the Winnebago School District 323 as additional insured for the specific event. Minimum Coverage \$1,000,000 liability and \$500,000 property damage. THE BOARD RESERVES THE RIGHT TO REQUIRE HIGHER COVERAGE.
- p. Non-profit groups, societies, or associations may, at the discretion of the Superintendent, use the facilities without payment of rent, but will be charged for any costs incurred as a result of that use.
- q. If seating and/or other facilities are required, the renter must advise the school authorities as part of the application process regarding seating and other special conditions. A chair set-up fee of \$50 for the first 200 chairs will be assessed, and there will be an additional charge of \$25 for each additional 100 chairs.
- r. SUNDAY AND HOLIDAY USE OF BUILDINGS IS NOT ENCOURAGED. IF, HOWEVER, EXTENUATING CIRCUMSTANCES WARRANT THEIR RENTAL, CUSTODIAL SERVICES AND RENTAL RATES WILL BE DOUBLE THE NORMAL RATE FOR SUNDAYS AND TRIPLE THE NORMAL RATE FOR HOLIDAYS.

Schedule of rental charges

All rentals require a 1-hour minimum charge unless otherwise specified. School Related and Intergovernmental Agreement use will not be charged for normal use.

All Rental fees must be paid in full prior to being granted use of school facilities.

High School gym

- District resident or non-profit = \$75.00/hour
- Non-district resident or for-profit = \$200.00/hour

WMS, McNair, and Simon gyms

- District resident or non-profit = \$50.00/hour
- Non-district resident or for-profit = \$100.00/hour

Football Stadium

- District resident or non-profit = \$50.00/hour
- Non-district resident or for-profit = \$250.00/hour

Cafeteria

- District resident or non-profit = \$75.00/hour
- Non-district resident or for-profit = \$200.00/hour

Kitchen = \$20.00

Other \$25.00 / \$50.00

LEG. REF.:

CROSS REF.: Policy 8:20E Exhibit - Application and Procedures for Use of School Facilities

ADOPTED: March 15, 1988

REVISED: March 17, 1992; October 23, 1995; July 18, 2000; October 15, 2002; December 17, 2002; June 20, 2006; August 27, 2013

Policy 8:20 E

Exhibit - Application and Procedures for Use of School Facilities

Community Relations



**Winnebago Community Unit District 323
District Office
304 East McNair Road
Winnebago, Illinois 61088**

Phone: (815) 335-2456
Fax (815) 335-7574

To be submitted to the Superintendent

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Organization name	Requested school facility
Adult 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 non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.**
 - The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
 - Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
 - Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
 - No furniture or equipment may be moved without prior approval from the Building Principal.
 - Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*
- 2. All non-school related groups must agree to:**
 - Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - Pay any damages to school facilities, furniture, or equipment arising out of its 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 School Board's discretion.

- Supply proof of insurance naming Winnebago CUSD #323 an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss. Minimum Coverage \$1,000,000 liability and \$500,000 property damage. **THE BOARD RESERVES THE RIGHT TO REQUIRE HIGHER COVERAGE.**_____

Insurance provider name and contact number

_____ *Initial here if this is agreeable*

3. All non-school related groups must pay the following fees: All payments are to be made at the District Office.

Rental charge (unless waived by Board policy):_____

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

_____ *Initial here if this is agreeable*

4. Payment Method: Check Money Order

If payment is by check, please make check payable to: **Winnebago CUSD #323**

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____ *Initial here if this is agreeable*

6. All non-school related groups must 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 the activity 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.

_____ *Initial here if this is agreeable*

- 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 non-District anticipated rescuers 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 Ill. law (410 ILCS 4/10; 77 Ill.Admin.Code §527.100).

_____ *Initial here that a copy of the Plan was received and that the Applicant has read and understands the above note.*

7. If the request involves a physical fitness facility, the non-school related group 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 medical emergencies 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 have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.

_____ *Initial here if this is agreeable*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related. I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

_____	_____
Applicant name <i>(please print)</i>	Telephone number

Address	
_____	_____
Applicant signature	Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(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

Cc:

Activities Director: _____

Building Principal: _____

Custodian: _____

ADOPTED: April 17, 2007
REVISED: May 17, 2010; September 17, 2012; August 27, 2013, November 21, 2013