



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, June 14, 2021

**Re:** Facility Rental Agreements with Glenbrook Racquet Club

**Recommendation**

It is recommended that the Board of Education authorize the administration to enter into facility rental agreements with the Glenbrook Racquet Club during the summer and fall months of 2021.

**Background**

Board Policy 5030 authorizes school facilities to be utilized by outside organizations that are consistent with the purposes of the school, do not interfere with the regular operations of the school, and are of benefit to the district. The policy was recently revised in May 2020 and defined the consideration process for facility rental requests submitted by student activity groups, tax-supported entities, section 501(c)(3), and other community groups.

Most facility rentals come from not-for-profit organizations and tax-supported entities (e.g., elementary school districts, park districts). These requests are considered by the Associate Principals for Administrative Services (for Glenbrook North and Glenbrook South) or the Director of Operations / CSBO (for all other facilities), in collaboration with other administrators and stakeholders. The focus of this consideration process is ensuring that the request falls within the criteria defined within policy and that approval will not disrupt existing programs or the needs of our students and district-sponsored programs.

Occasionally the school district will receive a facility request from a local business. When a request from a business is received, the administration considers the request in the same manner as described previously but is not authorized to approve the request independently. Alternatively, such a request may be submitted to the Board of Education for approval.

Earlier this month, we received a request from the Glenbrook Racquet Club (1801 Janke Drive, Northbrook) to utilize the tennis courts at Glenbrook South. The request (attached) includes the use of courts when they are not being used for either our high school team activities or our extensive summer camp programs. Additionally, it should be noted that the Glenbrook Racquet Club also offers its facility to both Glenbrook North and South to support our programs during the school year.

After discussing the request with stakeholders that utilize the tennis courts, the Glenbrook South administration supports approving the rental request. As a result, I recommend that the Board of Education authorize the administration to enter into facility rental agreements with the Glenbrook Racquet Club during the summer and fall months of 2021.

Board Policy 5030 provides for the use of designated areas of school facilities by the community, when they are not in use by school activities or programs. Organizations interested in requesting facility space at a Glenbrook High School District 225 facility can submit completed requests to the Associate Principal for Administrative Services at Glenbrook North or Glenbrook South, or the Business Services Department at the District Administration Center. All requests will be reviewed and processed in accordance with current Board Policy and Procedures.

**Organization Contact Information**

Name of Organization: Glenbrook Racquet Club  
 Street Address: 1801 Janke Drive.  
 City: Northbrook State: IL Zip Code: 60062  
 Contact Person: Christi Turdo  
 Phone Number: 847-498-5333 E-mail Address: Christi@glenbrokerc.com

**Event Overview**

Event Title: Summer Camp  
 Description of Event: Summer Tennis Program for Glenbrook Racquet Club.

Has this event been held at Glenbrook previously?  No  Yes, last held: Summer 2019

Space Requested:  Auditorium  Classroom  Cafeteria  Gymnasium  Parking Lot  
 Other Space(s): Tennis Courts

Services Requested: \_\_\_\_\_  
 Date(s) and Time(s) of Event:  
 Option 1: June 7 - August 15  
 Option 2: 9 AM - 12 PM and 1 PM - 4 PM  
 Option 3: Monday thru Friday

Anticipated Attendance: 40 kids Admission Price: \_\_\_\_\_  
 On Site Contact Person: Jeremy Sonkin Mobile Phone Number: 630-660-2454

**Submission**

Submission of this facility rental request does not constitute acceptance or approval of this or any rental. Use of facilities for school activities shall always take precedence over use by outside organizations. All facility rental requests will be reviewed in accordance with Board Policy 5030: Community Use of School Facilities. The Board of Education through the administration shall determine suitability of activity, availability of space, group classification for the purposes of assessing applicable fees.

Organizations will be responsible for the payment of all out-of-pocket expenses, as identified by the administration, for approved rentals. A quotation of estimated expenses will accompany all facility rental contracts. Organizations will also be required to produce an acceptable certificate of liability insurance, prior to the event date. If a certificate of liability insurance is not provided, the District reserves the right to cancel a facility rental agreement.