



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

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

**Date:** Monday, October 24, 2022

**Re:** Facility Rental Agreements with Northshore Elite Talent Company

**Recommendation**

It is recommended that the Board of Education authorize the administration to enter into facility rental agreements with Northshore Elite Talent Company during the 2022-23 fiscal year.

**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 Northshore Elite Talent Company (1410 Waukegan Road, Glenview) to utilize the auditorium at Glenbrook South. The request (attached) includes the use of the auditorium when it is not being used for our high school activities. It should be noted that the Board approved this company to rent school district facilities on November 22, 2021.

After discussing the request with stakeholders that coordinate the use of the auditorium, 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 Northshore Elite Talent Company during the 2022-23 fiscal year.



# Facility Rental Request

Revised: September 2019

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: Northshore Elite Talent Company  
 Street Address: 1410 Waukegan Road  
 City: Glenview State: IL Zip Code: 60025  
 Contact Person: Eva Juris  
 Phone Number: (847) 730-5127 E-mail Address: eva@northshoreelite.com

## Event Overview

Event Title: Winter Recital  
 Description of Event: Dance Recital

Has this event been held at Glenbrook previously?  No  Yes, last held: \_\_\_\_\_

Space Requested:  Auditorium  Classroom  Cafeteria  Gymnasium  Parking Lot  
 Other Space(s): \_\_\_\_\_

Services Requested: \_\_\_\_\_  
 Date(s) and Time(s) of Event:  
 Option 1: Sunday, Dec. 11, 2022  
 Option 2: \_\_\_\_\_  
 Option 3: \_\_\_\_\_

Anticipated Attendance: 500 Admission Price: \$8.00  
 On Site Contact Person: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

## 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, and 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.

Requestor (Signature):  Date: 7/27/22