

Community Use of School Facilities

Section A - Introduction

The Board of Education of District #225 believes that the facilities of the Glenbrook High Schools have been constructed and are maintained primarily for the purpose of educating the students of the high school district. However, when not in use for that purpose, the Board of Education believes it is in the public interest to make some of the district's facilities available to non-school organizations for the conduct of activities which:

1. are consistent with state statutes;;
2. are consistent with the purposes of the school;;
3. do not interfere with the regular operation of the school; and
4. are of benefit to the district.

~~District~~School programs and activities shall always have priority for use of ~~district~~school facilities over non-school organizations. ~~However, when not in use by the school, designated areas of the school buildings and grounds may be temporarily rented as provided in this policy.~~

Section B - Approval Authority

1. The school principal or ~~his/her designee~~the principal's delegated representative or the district director of operations in the case of a district non-school facility shall have the authority to approve use-of-facilities requests consistent with Section A, provided the following criteria are satisfied:
 - a. The sponsor is a not-for-profit organization pursuant to the State of Illinois law;;
 - b. The sponsor maintains current tax-exempt status pursuant to section 501(c)(3) of the Internal Revenue Code or recognition as a political subdivision of the State of Illinois pursuant to Article VIII of the Constitution of the State of Illinois (e.g. municipal entity);
 - c. The sponsor's headquarters lies within the district's boundaries;;
 - d. 50% or more of the sponsor's ~~participants~~membership reside within the district's boundaries; and
 - e. The use shall be for one of the following purposes:
 - i. Charitable;
 - ii. Civic;
 - iii. Cultural;↔

- iv. Educational;
- v. Governmental;
- ¶
- vi. ~~Political,~~
- vii. Recreational; and
- viii. Religious.

2. ~~Superintendent's Authority~~

The superintendent or his/her designee shall have the authority to (a) unilaterally disapprove a request recommend that the Board of Education approve use of facilities requests that which the school principals or the district director of operations do not have the authority to approve, or (b) recommend that the Board of Education approve such request. ~~The superintendent shall unilaterally approve or disapprove requests from institutions of higher education, which make a significant contribution to the cultural or educational life of the community. In all other situations the superintendent has the discretion to either (a) unilaterally disapprove the request, or (b) recommend that the Board approve the request.~~

3. ~~Board of Education approval is required for all requests that are not described under Section B, Subsections 1 and 2 can only be approved by the Board of Education. other than principal approved requests and higher education requests approved by the superintendent. In evaluating any such approving requests, the superintendent and the Board shall consider base their significance of the contribution of any such proposed request to the community served by the school district decision on the following criteria.~~

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a. ~~The activity being sponsored shall make a significant contribution to the charitable, civic, cultural, educational, political, or recreational life of the community served by the school district Glenbrook High School District,~~

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4. ~~Requests for use of facilities from institutions of higher education which make a significant contribution to the cultural or educational life of the community shall require only the approval of the superintendent.~~

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5. ~~Requests from profit-making organizations for corporate business purposes shall not be approved.~~

6. ~~Requests from substitute or surrogate sponsors shall not be approved as a sponsoring organization for another organization or activity.~~

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a. ~~Prior approval of the principal or his/her designee the principal's designated representative shall be required before a school organization agrees to sponsor an activity which involves the use of the district facilities by a non-school organization.~~

Section C - Rental and Out-of-Pocket Expense Rates

Rental rates and out-of-pocket expense rates, (e.g. hourly rates for personnel services, and other charges) shall be submitted by the assistant superintendent for business services ~~no later than 60 days~~ prior to the start of each fiscal year and approved by the Board annually.

Out-of-pocket expenses cannot be reduced or waived without the approval of the Board of Education.

Rates for the use of facilities shall be determined based on the following classifications:

	Activity Purpose	
	Free Non-Fundraising Rental Rate Category	Charging Fundraising Rental Rate Category*
CLASS I: Glenbrook District approved organizations and affiliated student activity groups organizations, approved student activity groups and , auxiliary adult organizations, parent associations, Dads Club, Booster Club, and the Glenbrook Caucus.	A	AB
CLASS II: Public elementary schools, park districts, charitable tax exempt boy & girl scout groups (as defined in Section B), fire & police departments, and other tax supported organizations.	AB	BC
CLASS III: Any other organization authorized under this policy that which is not an organization listed above in Class I or II.	BC	CD

* ~~Charging Fundraising~~ is defined as to be any activity for which a fee or contribution is required for admission or participation.

Rental Rate Category A - No charges will be assessed for facility rentals. Organizations will be assessed the full cost of any out-of-pocket expenses incurred by the District (e.g. personnel services, additional equipment or supplies required for the rental).

Rental Rate Category B - Organizations will be assessed the current facility rental rates, and extended a 50% discount. Organizations will also be assessed the full cost of any out-of-pocket expenses incurred by the District (as described above).

Rental Rate Category C - Organizations will be assessed the current facility rental rates. Organizations will also be assessed the full cost of any out-of-pocket expenses incurred by the District (as described above).

Section D - Liability Insurance Requirements

1. All organizations renting facilities shall be required to execute the district's facility rental agreement, and demonstrate required liability insurance coverage.
2. The Board of Education may require an outside organization to procure a separate liability policy from the school district's designated provider at the outside organization's expense.

Section ED - Miscellaneous

1. The superintendent is directed to develop procedures for the use of school facilities consistent with this policy ~~and to prepare a schedule of fees for approval by the Board of Education.~~
2. No facility rental agreement term shall exceed a period of six consecutive months. Applications for subsequent facility rental agreements may be submitted under the terms of this policy. ~~Use of facilities by non-school organizations shall be limited to a maximum of one week at any one time except during the summer months when longer periods may be considered.~~
3. ~~Use of the two auditoriums during the summer months may be under separate contract with an alternate fee schedule approved by the Board of Education.~~
4. The Board of Education and the administration may at any time ~~deny or refuse to grant any application or cancel or suspend~~ without liability any ~~facility rental agreement contract~~ whenever, in the reasonable judgment of the Board or its administration, the use presents a ~~safety concern or is otherwise not in the best interest of the district or may present a clear and present danger to persons or property.~~
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5. ~~The Board of Education and the administration reserves the right to interrupt any use of facilities contract should an emergency arise. In such an event, the Board and the administration shall make every effort to provide an acceptable substitute date or space.~~
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6. ~~Assignment of calendar dates for the use of school facilities by non-school organizations shall not receive final approval prior to July 1st for the following school year. Exceptions to this policy may be made by the Board of Education.~~
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7. ~~The superintendent or his/her designee shall have the authority to reduce or to waive facility rental fees (excluding additional expenses which would not normally be incurred by the district) when in the superintendent's judgment the activity is in the best interest of the school district and the community. The superintendent shall inform the Board of Education of all reductions or waivers of facility rental fees.~~
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8. ~~The Board of Education shall be the final authority in any request for deviation in policy or questions relative to use of facilities.~~

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