# Procedures for Implementing Board Policy: Community Use of School Facilities

Section A

1. R~~All r~~equests for the use or rental of the Glenbrook High Schools by outside organizations shall be directed to the associate principal for administrative services~~student activities office~~ at the designated school, or to the director of operations in the case of a rental request outside of Glenbrook North or South in a timely manner. Requests submitted without reasonable notice may be declined.~~:~~

2. A~~The assistant principal for student activities shall mail an application~~ facility rental request form shall be provided to an~~the~~ outside organization, asking for specific dates, times, etc. Upon receipt of the completed form~~application~~, the associate~~istant~~ principal or director~~for student activities~~ shall determine whether or not the organization is eligible to use the facilities under the Board of Education policy. The classification to be assigned to the use for fee purposes shall also be determined. If the request is deemed appropriate, but requires consideration by the Board of Education, a memo will be prepared and presented at the next regular meeting.

3. The associate~~istant~~ principal or director ~~for student activities~~ shall verify space availability, times, etc., and shall check possible conflicts with other activities in the building, including parking arrangements. If disapproved, the applicant shall be contacted and notified that the space is not available. If approved, ~~the student activities calendar shall be marked with the dates, and~~ a facility rental contract shall be prepared and submitted to the assistant superintendent for business services for review subsequent approval. Upon completion of the final review, the contract shall be signed and returned to the school.~~e submitted to be signed by the using organization.~~

4. The contract and estimated quotation inclusive of all rental charges shall be provided~~mailed~~ to the outside organization~~applicant~~ for review and acceptance~~signature~~, and it shall be returned to the school along with a valid certificate of liability insurance~~student activities office~~. A return date shall be specified on the contract. Should an outside organization not return the contract and/or required information by the specified due date, the rental may be canceled.. ~~At the same time, the following people shall be notified of the coming event by a Space Service Request sent by the student activities office:~~

   ~~a. building plant operator~~

   ~~b. auditorium supervisor (auditorium use only)~~

~~5. audio visual department (if required)~~

6. Upon receipt of a signed contract and valid certificate of liability insurance, it shall be filed and saved with the district's facility rental documents.~~signed by the assistant principal for student activities and one copy shall be returned to the applicant.~~

7. Hourly wages ~~The user organization shall be required to sign time sheets nightly for the auditorium supervisor, stage crew personnel and pool supervisors. These time sheets shall be forwarded to the student activities office immediately after the event. Time sheets~~ for ~~audio visual and custodial~~ personnel performing services exclusively for the facility rental are to be reviewed and processed in accordance with current payroll procedures~~sent to the student activities office through their immediate supervisors~~. ~~Time spent on outside rentals is to be clearly marked.~~

8. Upon receipt of the hours worked and other costs involved, the associate~~istant~~ principal or director~~for student activities~~ shall notify the business services department to prepare and issue an invoice to ~~prepare bills for~~ the outside rental organization. Follow up collection procedures shall be handled in partnership by the business services department and the associate principal or director~~student activities office~~.

~~Section B - Rental Rates~~

~~Proposed building rental rates shall be submitted to the Board of Education by the assistant superintendent for business affairs no later than sixty days prior to the start of each fiscal year.~~

1. ~~Category A~~ ~~No charge.~~
2. ~~Category B~~ ~~No charge.~~
3. ~~Category C~~ ~~Rates shown in Section F.~~
4. ~~Category D~~ ~~1.5 times rates shown in Section F.~~

~~Section C - Out-of-Pocket Expenses~~

~~Proposed rates for out-of-pocket expenses shall be submitted to the Board of Education by the assistant superintendent for business affairs no later than sixty days prior to the start of each fiscal year.~~

1. ~~Out-of-pocket expenses fall into two categories:~~
   a. ~~Personnel expenses incurred by the school district to supervise, set-up, clean and/or secure the facilities while rented, and~~
   b. ~~Expenses for equipment rental, air-conditioning, etc.~~
2. ~~Contracts for building rentals shall not be valid unless accompanied by a non-refundable $10 processing fee.~~
3. ~~Out-of-pocket expenses cannot be reduced or waived without the approval of the Board of Education.~~

~~Section D - Liability Insurance Requirements~~

1. ~~All organizations renting facilities shall be required to execute a hold harmless agreement indemnifying the high school district, the Board of Education and individual members thereof.~~

~~2. All organizations renting facilities shall be required to submit to the school district a certificate of insurance naming Northfield Township High School District 225 as an additional insured. The certificate of insurance shall indicate general liability coverage in an amount not less than $1,000,000 and shall be from a carrier which has a Best's rating of A6 or better.~~

Section B~~E~~ - Submission of Building Rental Requests

Organizations are required to submit facility ~~building~~ rental requests in accordance with the provisions contained herein. ~~Any waiver of rental or out-of-pocket fees shall only be valid for the fiscal year in which the waiver was granted.~~

# Facility Rental Rates Exclusive of Out-of-Pocket Expenses

(Approved by School Board: )

| Facility Rental Rates | Half Day or Evening | Full Day | Full Day & Evening |
|---|---|---|---|
| Athletic Stadium w/o Lights | $180 | $360 | $450 |
| Athletic Stadium with Lights | $225 | $450 | $560 |
| Auditorium/CPA - rehearsal | $50 | $100 | $150 |
| Auditorium/CPA - performance | $150 | $300 | $450 |
| Cafeteria without Kitchen | $50 | $100 | $125 |
| Cafeteria with Kitchen | $100 | $200 | $250 |
| Classroom | $25 | $35 | $45 |
| Fieldhouse | $200 | $400 | $600 |
| Gymnasium (Main) | $110 | $220 | $330 |
| Gymnasium (Small) | $50 | $100 | $135 |
| Little Theater/Lyceum | $40 | $80 | $100 |
| Swimming Pool | $110 | $220 | $330 |

Air Conditioning:
Air conditioning is available at a rate of $12 per hour plus the hourly rate of maintenance personnel.

~~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.~~

# ~~Out-of-Pocket Expenses~~

~~(Approved by School Board: )~~

| | | |
|---|---|---|
| ~~1.~~ | ~~Personnel Services Per Hour~~ | ~~Hourly Rate~~ |
| | ~~Auditorium, A/V, Kitchen, Swimming Pool and Video Taping Supervisors~~ | ~~$48~~ |
| | ~~Grounds/Maintenance Staff~~ | ~~41~~ |
| | ~~Custodial Staff~~ | ~~37~~ |
| | ~~A/V, Kitchen, Security Staff~~ | ~~27~~ |
| | ~~PA, Scoreboard Operators~~ | ~~24~~ |
| | ~~Parking Attendants~~ | ~~18~~ |
| | ~~Students~~ | ~~9~~ |
| | ~~Other Personnel~~ | ~~By Quote~~ |

~~2. Equipment~~

~~Equipment rates will be quoted on an individual basis since it is impossible to list all equipment. Charges for equipment vary from $15 for half-day/evening for A/V equipment to $35 for gymnasium equipment.~~

GLENBROOK _____ HIGH SCHOOL

APPLICATION FOR USE/RENTAL OF FACILITIES

NAME OF ORGANIZATION: _____

TYPE OF PROGRAM: _____

PURPOSE: _____

USE/RENTAL OF: _____

DATES & TIMES: _____

(1st Choice)

_____

(2nd Choice)

_____

(3rd Choice)

ANTICIPATED ATTENDANCE: _____ ADMISSION PRICE: _____

DETAIL REQUIREMENTS (PUBLIC ADDRESS, AUDIO VISUAL EQUIPMENT, LIGHTING, PORTABLE STAGE, PARKING LOT ATTENDANTS, PIANO, ETC.):

_____

_____

YOUR INSURANCE POLICY LIMITS: _____

PERSON IN CHARGE: _____ PHONE NO. _____

FOR OFFICE USE ONLY

Indicate available dates with YES or NO

1st Choice _____

2nd Choice _____

3rd Choice _____

Comments: _____

_____ _____

Date Phone No.

_____

Name of Applicant

_____

Address

RETURN APPLICATION TO:

| | |
|---|---|
| Mr. Blaine Royer | Mr. James Shellard |
| Glenbrook North High School | Glenbrook South High School |
| 2300 Shermer Road | 4000 West Lake Avenue |
| Northbrook, IL 60062 | Glenview, IL 60025 |

¶

CONDITIONS OF USE/RENTAL OF FACILITIES¶

¶

1. The Board of Education through the administration shall determine suitability of activity, availability of space, and group classification. Charges shall be determined according to the schedule of fees approved by the Board.¶

¶

2. Use of facilities for school activities shall always take precedence over use by outside organizations, and no outside booking shall be guaranteed until the Glenbrook North/South calendar has been established and publicly announced.¶

¶

3. The Board of Education and administration reserve the right to interrupt any contract for space should an emergency arise. In such an event, every effort shall be made to provide temporary substitute space.¶

¶

4. The organization using the facility shall be responsible for the conduct of the persons present and for damage, loss, disappearance or breakage of school property during the use/rental period.¶

¶

5. The Board of Education and its employees shall not be held responsible for damages to property or loss of material brought onto Glenbrook North/South High School property, nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of the activity. A certificate of insurance shall be a requirement of the use/rental contract.¶

¶

6. Intoxicating liquors shall not be permitted on the premises; smoking shall be allowed only in approved areas (cafeterias, faculty lounge, auditorium lobby).¶

¶

7. Advertising of the activity shall clearly indicate the sponsoring organization with Glenbrook North/South High School listed only as the place of activity.¶

¶

8. The administration reserves the right to determine the need for parking lot attendants, police, extra custodians, depending on the nature of the activity, and the organization shall be billed for these additional services.¶

¶

9. A complete explanation and description of the activity shall be provided to the administration upon request.¶

¶

10. Only non-profit organizations shall be allowed the use of the Glenbrook North/South High School facilities except as approved by the Board of Education as exceptions to the policy.¶

¶

11. The school district shall not be held responsible for loss or theft of equipment left in the building.¶

¶

AUDITORIUM¶

¶

1. The auditorium supervisor shall be present at all times when people are in the area, and the costs shall be billed to the organization.

2. Sound and lighting requirements shall be handled only by school trained personnel, and the costs shall be billed to the organization.

3. Time granted to any community group for a production shall be limited to one week to include rehearsals and performances.

4. Exceptions to the above procedures for auditorium use must be approved by the Board of Education.

USE/RENTAL CONTRACT

This agreement entered into this _____ day of _____, 19____, between the Board of Education of Northfield Township High School District #225, Cook County, Illinois, and _____

_____

_____

(name and address)

hereinafter provides:

1. For the use of _____

(area/s to be used)

at the Glenbrook _____ High School on _____

(date/s)

at _____ for _____

(time/s)

_____

(type of program)

2. For fees to be paid based on CLASS _____ of the attached schedule.

AREA FEES

_____ ( ) Rehearsals $_____

_____ ( ) Performances _____

_____ _____

_____ _____

SALARIES

_____ _____

_____ _____

_____ _____

¶
OTHER¶
_____ _____¶
_____ _____¶
_____ _____¶
¶
3. OTHER:
_____¶
¶
_____¶
_____¶

SPECIAL CONDITIONS¶
¶
1. All groups using the facilities on weekends shall be assigned one custodian or one supervisor to open the doors, to be with the group throughout the performance or rehearsal and be responsible for locking all doors and turning out all lights. The custodian or supervisor shall be paid at an overtime rate and the total cost shall be paid by the using organization.¶
¶
2. Custodial staff shall be paid for one-half hour before a performance in order to allow time to open doors, turn on lights, etc.¶
¶
3. Whenever custodial staff is called back to work after leaving the building, the renting organization shall be charged a minimum of two hours wages.¶
¶
4. When more than one custodian is required, as determined by the school staff, the contract shall contain the additional cost.¶
¶
5. In most cases, clean up after a large event shall require additional custodial staff for a limited number of hours. These costs shall be billed to the using organization.¶
¶
6. When, in the opinion of the school staff, a custodian must be on duty for a week night activity, it shall be a contract requirement to be billed to the using organization.¶
¶
7. Parking attendance and security men are available and shall be scheduled through the student activities office, as required. The renting organization shall be charged the out-of-pocket expenses.¶
¶
8. Auditorium¶
¶
(a) The auditorium supervisor shall be on duty at all times during which outside organizations are using the facility.¶
¶
(b) The renting organization shall meet with the auditorium supervisor at least 48 hours before use of the auditorium to determine the number of people needed and the services required.¶
¶
(c) The auditorium equipment shall be operated only by school district employees. Time sheets for these employees are to be signed each night by the person in charge for the renting organization.¶

¶
(d) The auditorium supervisor and the stage crew shall be paid for one-half hour before each rehearsal and one hour before each performance. Estimated clean up time is two man hours after each rehearsal and six man hours after each performance.¶
↵
9. Pool¶
¶
(a) The pool will not be used for fund raising purposes by outside organizations.¶
¶
(b) Whenever the pool is in use, the following district staff members shall be present:¶
¶
1 - 30 people 1 staff member¶
31 - 70 people 2 staff members or 1 staff member and 2 guards¶
¶
10. Pianos. The cost for moving the grand piano and the cost for tuning any piano after use shall be paid by the organization renting the facility.¶
¶
The undersigned certifies that the above organization is non-profit and that funds raised by this rental shall not accrue to the benefit of a profit-making organization.¶
¶
The undersigned further agrees that:¶
¶
1. The organization shall abide by all rules, regulations, and conditions listed in the APPLICATION FOR USE/RENTAL OF FACILITIES.¶
¶
2. The organization shall be responsible for the conduct of persons present and for damage, loss, disappearance or breakage of school property during the use/rental period.¶
¶
3. The user agrees to save harmless, defend and indemnify the high school district, the Board of Education and the individual members thereof and its employees against all loss, liability, damage and expense, including attorneys' fees, incurred by any of the above named parties on account of any injury to or death of any person or persons while on the premises as a result of the user's activities regardless of whether a claim is made that the district, the Board or any of the above named persons were negligent or acted in a wanton or wilful manner or with a wanton or wilful disregard for the injured party.¶
¶
4. User shall provide a certificate of insurance to the district certifying that the high school district, the Board of Education and the individual members thereof and its employees are named insureds in a general liability policy in an insurance company acceptable to the district, insuring the above named persons against claims for bodily injury or death to any person who is on the school property as a result of user's activities, said insurance to cover the above named as insureds regardless of whether a claim is made that the above named insureds, or any of them, were guilty of negligence or wanton or wilful actions or failure to act.¶
¶

5. The district may at any time deny or refuse to grant any application or cancel, without liability, any USE/RENTAL CONTRACT whenever the use, in the reasonable judgment of the Board, presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state, or local law or ordinance.

6. Advertising for the activity shall clearly indicate the name of the sponsoring organization with Glenbrook North/South High School listed only as the place where the activity shall be held.

7. It is understood that whenever regular Glenbrook North/South staff members are not present, the school district shall require a custodian to be on duty during the use/rental. Custodians hourly wages shall be charged to the users as well as the cost for additional cleanup.

_____

Signature of Representative

_____

Name of Organization

_____

_____

Address

_____ _____

Date Phone No.

APPROVED:

_____

Signature of School Official

_____

Date

IMPORTANT: This agreement is not binding unless it has been signed, returned to:

Mr. Blaine Royer Mr. James Shellard
Glenbrook North High School Glenbrook South High School
2300 Shermer Road 4000 West Lake Avenue
Northbrook, Illinois 60062 Glenview, Illinois 60025

Revised: January 25, 1988

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|---|---|
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