

COMMUNITY RELATIONS

EXHIBIT – APPLICATION AND PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

Philosophy

School facilities, buildings, and grounds are designed and provided to serve the district's educational program and related educational activities. The facilities shall not be used for any public meeting or entertainment that reflects upon or discriminates against citizens of the United States because of race, creed, religious belief, color, handicap, or marital status.

The Board of Education recognizes that school facilities are public, and insofar as non-school activities do not conflict or interfere with the educational program, temporary use of school buildings and grounds may be granted in accordance with the authority provided by the *School Code of Illinois* and Board Policy.

The Board recognizes that charges are necessary so that school monies will not be used in the support of non-school activities. The Board reserves the right to deny any application for the use of school facilities.

Application for use of the school building must be signed by a responsible citizen of Limestone Community High School, District #310, who is 21 years of age or over and who is to attend the meeting or event. In addition, the majority of those involved in the use of the District facilities must be residents of Limestone Community High School District #310.

Use of Building and Grounds

A. Type of Use Permitted

The Board of Education permits the use of some specified classrooms, cafeteria, gymnasium, and other facilities by civic, governmental, patriotic, religious, educational, and other organizations for meetings and uses intended to promote the public welfare and deemed in the best interest of the public.

B. Control and Management

All school facilities shall be under the general control and supervision of the Superintendent of Schools, or by a designated person, subject to the terms and provisions of this procedure and other rules and regulations of the Board, or that may be enacted by the Board.

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Proper supervision, satisfactory to the Superintendent of Schools or his/her representatives, shall be provided at the expense of the organization using the facility. If necessary, police supervision may be required. This provision is made to ensure good order, the protection of property, the observance of the rules of the Board, and the prevention of people wandering throughout the building or being on the school premises elsewhere than in the designated rooms/areas.

D. When school facilities are in use, an employee of Limestone Community High School, District #310, must be present.

E. Proper Help

The Superintendent reserves the right to determine the number of operational and security personnel. This shall be a part of the cost to the renter, and shall be included in the rental charge.

F. Time

Evening meetings shall close by 10:00 PM. (Exceptions to this rule may be made only by the District Superintendent.)

G. No school facilities or equipment beyond those granted in the application shall be used.

H. Gym shoes must be worn at all times when using the gyms for any type of physical or athletic activity.

I. The building and grounds are closed on school holidays and periodically during summer vacations. Special requests will be considered on an individual basis.

J. No applicant for use of a school facility shall sublet or reassign the facility rented.

K. Applicants shall observe all requirements of the State Life Safety Code for schools and all local fire department regulations.

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The use of alcoholic beverages, tobacco, and dangerous drugs or chemicals upon school premises is strictly prohibited. No persons suspected to be under the influence of alcohol or dangerous drugs or chemicals will be permitted in the building. There is **NO SMOKING** on school grounds or in the school building. Tobacco, alcoholic beverages, or other products considered hazardous to one's health shall not be sold, used, or distributed on school property.

- M. Games of chance, lotteries, or other activities classified as gambling shall not be conducted on school property.
- N. No golf is allowed on school grounds without the authorization of the Superintendent.
- O. Facilities shall not be used for any activity that is intended to overthrow the government by force, violence, or other unlawful means.
- P. The district facilities may not be used by an individual or group for any continuing activity competing with taxpaying businesses in the community.
- Q. Facilities shall not be used for church or religious services except under emergency conditions and then only on a temporary basis.
- R. Gymnasium use by a group may be limited to a specific time period and frequency.
- S. Food and beverage will be allowed only in the cafeteria or snack bar area.
- T. 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.
- U. Any decorations erected shall be put up in a manner that will not be disruptive to the school property. The renter shall be responsible for the removal of all decorations prior to the beginning of the next school day.

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School equipment is fragile and unique. Because of possible insurance restrictions, and because of the difficulty of assuming responsibility for damages that may occur, school equipment may not be rented or loaned to individuals and organizations unless specified in the building rental request.

In case of damage to school property while in use by those renting the facility, the cost of necessary repairs shall be paid to the school district by the renter.

W. **Insurance and Suitability of Request**

Users shall furnish the district with a “Certificate of Liability Insurance” prior to using any district facilities.

The Board reserves the right to determine the suitability of requested facilities for the type of activity planned.

X. **Additional Regulations Applicable to Fund Raising Use**

Facilities may not be used for fund raising for private or commercial gain except for approved non-school sponsored training sessions and lessons.

All funds raised by outside groups must be dedicated to educational, charitable, or community purposes of benefit to the community in general.

No use will be approved that is inconsistent with State, Federal, or local law or regulation.

Y. A fee may be charged reflecting a base rental and all direct custodial and supervisory charges. Please see attached list.

Z. **Policy 8.20 – Building Use**

The use of school facilities such as a cafeteria, gym, classrooms, or any other area of a school building or the grounds during the hours other than the regular school schedule must be approved by the Superintendent or his/her designee.

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Regulations for such use, including any rental fee schedule, shall be prescribed by the Board of Education.

The Board of Education reserves the right to cancel any rental(s) when it is necessary to schedule a school function, if possible, within 24 hours.

CATEGORIES OF USERS OF SCHOOL FACILITIES AND SCHEDULES OF CHARGES

- A. Use of school facilities for school district related activities, including recognized parent, teacher, and student groups sponsored by the school, governmental, civic or charitable groups that have the district for their residence for non-revenue producing events.
- a. **Charges:** Charges will generally not be assessed for groups falling under Category A. Exceptions will be in cases where there will be a cost incurred by the District involved with the rental (i.e., in cases where additional staff needs to be hired).
- B. Use of school facility by groups participating in non-school sponsored activities that do not fall under Category A.
- a. **Charges:** A minimum charge of \$10.00 per hour with a two-hour minimum use per day. Actual costs will be imposed for special activities that are held outside the established open gym schedule.

NOTE: Facilities will not be available when other school activities for the same grade level are in season.

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**RENTAL CHARGES
NON-PROFIT MAKING ORGANIZATIONS**

Auditorium Performance	\$250.00 Each Performance/4 hours max
Auditorium Rehearsal	\$50.00 Each Rehearsal/4 hours max
Gymnasium	\$25.00 per Hour
Gymnasium with Locker and Showers	\$40.00 per Hour
Classroom	\$20.00 per Hour
Additional Classroom	\$10.00 per Hour
Commons/Snack Bar Area – no kitchen facility.....	\$50.00 per Hour
Cafeteria – food but no kitchen	\$10.00 per Hour
Cafeteria – using kitchen facilities.....	\$50.00 per Hour

**RENTAL CHARGES
PROFIT MAKING ORGANIZATIONS**

Auditorium Performance	\$500.00 Each Performance/4 hours max
Auditorium Rehearsal	\$200.00 Each Rehearsal/4 hours max
Gymnasium	\$35.00 per Hour
Gymnasium with Locker and Showers	\$50.00 per Hour

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RENTAL CHARGES – PROFIT MAKING ORGANIZATIONS, continued

Classroom	\$25.00 per Hour
Additional Classroom	\$10.00 per Hour
Commons/Snack Bar Area – no kitchen facility.....	\$50.00 per Hour
Cafeteria – food but no kitchen	\$50.00 per Hour
Cafeteria – using kitchen facilities.....	\$100.00 per Hour

All rental fees must be paid before the event takes place. Please make checks payable to Limestone Community High School, District #310. Additional fees, such as auditorium manager and assistants, cafeteria help, and custodial fees will be billed after the event. Additional custodial fees apply after 9:00 PM weekdays, all Saturdays, Sundays, and holidays. Twenty-five dollars per hour per custodian will be billed. All additional bills will be due within 30 days of invoice. Cancellation of building use must be with 24 hours of scheduled date; otherwise, payment will be required.

Any keys given to the renter are to be returned at the conclusion of the event. If the key is not returned, \$25 will be charged for each key not returned.

All groups must provide a Certificate of Liability insurance naming Limestone Community High School District #310 as an additional insured.

If there are any questions, please contact the Assistant Superintendent.

RENTAL PROCEDURES

- A. Applications for use of school facilities shall originate with the responsible organizations or individuals located within Limestone Community High School District #310 and on the form provided. The application shall be made with the Superintendent of Schools or his/her designee and must be signed by a representative of the group or organization prior to the use of the requested facility.

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RENTAL PROCEDURES, continued

- B. Requests for rental of district properties other than schools shall be submitted directly to the Superintendent.
- C. All applications for use of school facilities will be acted upon in order of their filing. The Superintendent, or other school official authorized by the Superintendent, is granted authority to approve or refuse the use of school facilities to any lessee, when in his/her opinion such use would not be to the best interest of the public and will consider each application on its individual merit.
- D. Application should be made as early as possible prior to the requested date of usage; at no time will a request be considered more than one year in advance.

Revised: June 17, 2003