

Valley View School District 365U

GUIDELINES FOR USE OF SCHOOL FACILITIES

Use while school is in session:

To ensure that all school facility uses are for educational, civic, cultural and other non-commercial uses consistent with the public interest and do not interfere with the school program or school-sponsored activities, school facilities may not be used by any person, group, organization, or company that is not part of a school-sponsored event or as part of the curriculum, except as required by law.

Use at any time:

School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these guidelines, to be school-related.

1. All groups must complete the Valley View Community Unit School District 365U **Application for Use of Facilities and Energy Request** form.
2. All non-school related groups must:
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Boards' discretion.
 - c. Supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss. The rental applicant shall provide a Certificate of Insurance naming Valley View School District 365U as additional insured (**without limitation need not be specified**). The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

Required Limits:

| | |
|---------------------------------|-------------|
| Comprehensive General Liability | |
| General Aggregate | \$2,000,000 |
| Personal & Injury | \$1,000,000 |
| Each Occurrence | \$1,000,000 |

3. All groups agree to comply with all applicable federal, state, and local ordinances and School District policies relating to the group's use (no illegal activities).
 - a. No alcoholic drinks or controlled substances shall be served, dispensed or consumed on school property.
 - b. No tobacco and smoking is allowed in school buildings and on school grounds.
 - c. Selling, delivery, possession or uses of drugs, weapons, or other items are prohibited in District buildings or on District property.
4. All groups agree to ensure that all minors are supervised by adults. The ratio of adults to students must be appropriate to the activity, as determined by the School District. Additionally, all individuals must remain in the areas that are part of this rental agreement. Access to any and all other areas outside of this agreement are prohibited.
5. No furniture or equipment may be moved without prior approval from the Building Principal. No doors shall be held in an open position or otherwise adjusted for the activity, as this can pose a security or fire safety issue.
6. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
7. Lighting and/or sound systems shall not be used by non-district staff. If the lighting/sound system is requested by the renter, the District will determine and assign staff to manage such system(s). The renter will be responsible for paying any additional labor charges associated with this request.
8. All buildings are available for use seven days a week, between the hours of 7:00 a.m. until 10:00 p.m. when not in use for school functions. Groups will be permitted to enter the building fifteen (15) minutes prior to their scheduled times or earlier/later if approved. Groups must be out of the building within fifteen (15) minutes after their scheduled times. Times for arrival and departures will be calculated into the cost of building rental as well as clean up time after the event.

9. All groups are responsible for the prompt payment of any charges and prompt payment for any damages to the school or individual property attributed to facility usage. Any group, society or association failing to pay promptly to the district for the use of the facilities or any damages, will be denied further use of any of the school buildings.
10. A deposit may be required prior to facility rental, as determined by the School District.
11. All groups are responsible for providing a trained AED (Automated External Defibrillator) user for the time being requested in this rental agreement. For outdoor facilities, all groups will be responsible to bring their own portable AED during the time of their rental usage. The trained AED user and user group shall comply with all current legislation. The user group may be required to provide evidence of AED training compliance.
12. Only the organization executing this agreement shall be allowed to use the facilities for the approved activities.

The undersigned has carefully reviewed the Guidelines established here-in and agrees to its terms.

Organization: _____

Organization Representative: _____
(Please print name)

Representative Signature: _____

Date: _____

Daytime Phone Number: _____

Valley View School District 365U

RENTER CLASSIFICATIONS

The renter of a District school or facility shall be subject to rental fees depending on their classification. Organizations shall be classified by the District, utilizing the following definitions:

Class I

School affiliated organizations, school sponsored programs, and organizations that serve the students and meet Monday through Friday after school or at night. This classification will be exempt from charges. This class includes the following:

1. Volunteer groups conducting activities for district school age students such as Boy/Girl Scouts of America, Camp Fire, Parent Council, PTA/PTO booster clubs, etc. The activities shall be consistent with the group's primary function as enumerated in their mission statement, by-laws or other published objective of the organization.
2. Park District activities under the agreements that the Valley View School District has with the Bolingbrook Park District and Romeoville Recreation Department.

Class II

School affiliated organizations, school sponsored programs, and organizations that serve the students and meet Saturday, Sunday or other non-school days. This classification of users is exempt from facility rental fees, but subject to all staff and other out-of-pocket costs incurred by the District. This class includes the following:

1. Volunteer groups conducting activities for district school age students such as Boy/Girl Scouts of America, Camp Fire, Parent Council, PTA/PTO booster clubs, etc. The activities shall be consistent with the group's primary function as enumerated in their mission statement, by-laws or other published objective of the organization.
2. Park District activities under the agreements that the Valley View School District has with the Bolingbrook Park District and Romeoville Recreation Department. Refer to specific intergovernmental agreement for appropriate fees and/or costs associated with these activities.
3. Organizations directly associated with the District, and conducting activities for district school age students. Examples include staff and student groups or clubs, Foundation sponsored programs and school teams associated with the District.
4. Elected officials or units of federal, state and local government when conducting community or official business within the District.

Class III

Community based, organizations whose academic or recreational activities directly serve district school age students and who do not charge an admission or registration fee or donation. These users are exempt from facility rental fees, but subject to all staff and other out-of-pocket costs incurred by the District.

Included in this class are:

1. Youth organizations such as Boys/Girls Clubs. YMCA community sports leagues and national or state athletic organizations.
2. Non-profit performing art groups who directly service district students.
3. Community organizations such as Rotary, Kiwanis, Jaycees, Lions, etc.
4. Non-profit groups, (other than public community colleges or universities) conducting any in-service or job training classes to the general public.
5. Units of federal, state and local government, when their use of facility is non-community or official business.
6. Political organizations' or elected officials' meetings.
7. National or state educational or employee organizations. However, if hosted by the District, no rental fee will be charged.
8. Local civic and homeowner groups.
9. Non-profit groups providing service to the community and to District students.

Class IV

Community based, organizations whose academic or recreational activities directly serve district school age students and who do charge an admission or registration fee or donation. This classification is further broken down into Class IV-A (less intensive usage) and Class IV-B (more intensive usage), and defined as follows:

Class IV-A (less intensive) must comply with all of these criteria:

1. The organization is a 501(c) as defined by the U.S. Internal Revenue Code.
2. The frequency of the organization's activity occurs less than once a month.
3. The duration of the organization's facility rental - which includes set up and breakdown - is four (4) hours or less.

4. The attendance of the organization's activity is four hundred (400) or less.

Class IV-B (more intensive) must comply with at least one of these criteria:

1. The organization is not a 501(c) as defined by the U.S. Internal Revenue Code.
2. The frequency of the organization's activity occurs once a month or greater.
3. The duration of the organization's facility rental – which includes set up and breakdown – is greater than four (4) hours.
4. The attendance of the organization's activity is greater than four hundred (400).

These users are subject to all facility rental fees (IV-B only) and other out-of-pocket costs incurred by the District (IV-A and IV-B).

Included in this class are:

1. Youth organizations such as Boys/Girls Clubs. YMCA community sports leagues and national or state athletic organizations.
2. Non-profit performing art groups who directly service district students.
3. Community organizations such as Rotary, Kiwanis, Jaycees, Lions, etc.
4. Organizations such as public universities, colleges and community colleges conducting a graduate or undergraduate program.
5. Non-profit groups, (other than public community colleges or universities) conducting any in-service or job training classes to the general public.
6. Units of federal, state and local government, when their use of facility is non-community or official business (i.e. fundraisers, fee activities, sponsoring another group where that group would be subject to a rental fee schedule, etc).
7. Political organizations' or elected officials' meetings.
8. Churches and religious group services.
9. National or state educational or employee organizations.
10. Local civic and homeowner groups.
11. Non-profit groups providing service to the community and to District students.

12. Non-public, non-profit college or university.

Class V

Non-community based organizations, whose academic or recreational activities may or may not charge an admission or registration fee or donation. These users are subject to all facility rental fees and other out-of-pocket costs incurred by the District.

Included in this class are:

1. Youth organizations such as Boys/Girls Clubs. YMCA community sports leagues and national or state athletic organizations.
2. Non-profit performing art groups.
3. Organizations such as Rotary, Kiwanis, Jaycees, Lions, etc.
4. Organizations such as public universities, colleges and community colleges conducting a graduate or undergraduate program.
5. Non-profit groups, (other than public community colleges or universities) conducting any in-service or job training classes to the general public.
6. Units of federal, state and local government, when their use of facility is non-community or official business (i.e. fundraisers, fee activities, sponsoring another group where that group would be subject to a rental fee schedule, etc).
7. Political organizations' or elected officials' meetings.
8. Churches and religious group services.
9. National or state educational or employee organizations. However, if hosted by the District, no rental fee will be charged.
10. Civic and homeowner groups.
11. Non-profit groups providing service to their community.
12. Non-public, non-profit college or university.

PLEASE NOTE: The District does not allow private parties and/or gatherings at any of the District's facilities.

Before School/After School Activities Program

In the best interest of the School District, should Valley View School Board establish a contractual arrangement for a Before-School and After-School activities program (the "Program") for its students, the following shall apply.

All terms of this Facility Rental Agreement herein shall apply to the Program, with the following fee's (in lieu of the classifications noted herein):

1. Facility Usage Fee for Normal school year program: \$1.00 per student/per week.
2. Facility Usage Fee for Summer school year program: \$2.00 per student/per week.
3. Facility Personnel (labor) rates for all year: Per the rates in the attached Schedule B.
4. Participant roster shall be submitted monthly to Department of Building and Maintenance for purposes of invoicing the program.

Valley View School District 365U

SCHEDULES A & B

| SCHEDULE A - Hourly Charges for Facilities | CLASS | | | | | |
|---|--------------------------------|-----------|------------|-------------|-------------|----------|
| AREA | I | II | III | IV-A | IV-B | V |
| Auditorium, High School (RHS/BHS) | N/C | N/C | N/C | N/C | \$50 | \$70 |
| Auditorium Middle Schools (JJL/BMS) | N/C | N/C | N/C | N/C | \$40 | \$60 |
| Little Theater (RHS/AVM) | N/C | N/C | N/C | N/C | \$35 | \$55 |
| Forum Room (BHS) | N/C | N/C | N/C | N/C | \$30 | \$50 |
| Cafeteria (RHS/BHS) | N/C | N/C | N/C | N/C | \$40 | \$60 |
| Each Classroom (All Schools) | N/C | N/C | N/C | N/C | \$15 | \$35 |
| LMC/Library, Specialty Rooms (All Schools) | N/C | N/C | N/C | N/C | \$30 | \$50 |
| Gym/Multipurpose Room (Elementary Schools) | N/C | N/C | N/C | N/C | \$30 | \$50 |
| Gym/Cafeteria (Middle Schools) | N/C | N/C | N/C | N/C | \$35 | \$55 |
| Small Gym (BHS) | N/C | N/C | N/C | N/C | \$25 | \$45 |
| Main Gym (RHS/BHS) | N/C | N/C | N/C | N/C | \$75 | \$120 |
| Field House (RHS/BHS) | N/C | N/C | N/C | N/C | \$75 | \$120 |
| Kitchen (All Schools) | N/C | N/C | N/C | N/C | \$30 | \$50 |
| Outdoor Softball/Baseball Fields | N/C | N/C | N/C | N/C | \$25 | \$35 |
| Outdoor Soccer/Football Fields | N/C | N/C | N/C | N/C | \$30 | \$40 |
| Synthetic Turf Fields - Including Bleachers and Restrooms (BHS/RHS) | \$2500/ Event (5 Hour Maximum) | | | | | |

| SCHEDULE B - Hourly Charges for Facilities Personnel | CLASS | | | | | |
|--|-----------------------------|-----------|------------|-------------|-------------|----------|
| Position | I | II | III | IV-A | IV-B | V |
| Building & Grounds Staff - 2 Hour Minimum | N/C | \$55 | \$55 | \$55 | \$55 | \$55 |
| Cleaning Service - Cleaning Service charges determined by the School Administrator | N/C | \$40 | \$40 | \$40 | \$40 | \$40 |
| Kitchen Staff - 2 Hour Minimum | \$35 | \$35 | \$35 | \$35 | \$35 | \$35 |
| Snow Removal - 2 Hour Minimum | N/C | \$75 | \$75 | \$75 | \$75 | \$75 |
| District Security*- 2 Hour Minimum | N/C | \$33 | \$33 | \$33 | \$33 | \$33 |
| Police Officer | Per Police Prevailing Rates | | | | | |

N/C = No Charge

* Police Officer / District Security to be included for any event generating significant attendance as determined by the school district.

APPLICATION FOR USE OF FACILITIES AND ENERGY REQUEST

Middle Schools (circle one):

Addams Brooks Humphrey Lukancic Martinez

Activity Date _____ Time From _____ To _____

School Day Request () Non School Day Request ()

Purpose of Activity (Be specific) _____

Contact Person (print) _____

Work Phone Number _____ Cell Phone Number _____

Name of Organization _____

Street Address _____ City, State, Zip _____

Email Address _____

I have read and agree to the terms and conditions of the Guidelines for Use of School Facilities, and I am an authorized representative of the organization above.

Signature of Applicant _____ Date _____

| Areas (check all that apply) | |
|---|--|
| Classroom(s) (indicate room number) | |
| Auditorium (BMS/JJL) | |
| Little Theater (AVM) | |
| LMC/Library, Specialty Rooms | |
| Gym | |
| Cafeteria | |
| Kitchen | |
| Outdoor Softball/Baseball Fields | |
| Outdoor Soccer/Football Fields | |
| Equipment: # Tables () #Chairs () | |

| | |
|---|------------|
| (To be filled out by School District) | |
| Renter Classification: | |
| Class I (<input type="checkbox"/>) Class II (<input type="checkbox"/>) Class III (<input type="checkbox"/>) Class IV-A (<input type="checkbox"/>) Class IV-B (<input type="checkbox"/>) Class V (<input type="checkbox"/>) | |
| Approved by School _____ | Date _____ |
| Approved by Dept. of BOM _____ | Date _____ |

APPLICATION FOR USE OF FACILITIES AND ENERGY REQUEST

High School (circle one):

Bolingbrook Romeoville

Activity Date _____ Time From _____ To _____

School Day Request () Non School Day Request ()

Purpose of Activity (Be specific) _____

Contact Person (print) _____

Work Phone Number _____ Cell Phone Number _____

Name of Organization _____

Street Address _____ City, State, Zip _____

Email Address _____

I have read and agree to the terms and conditions of the Guidelines for Use of School Facilities, and I am an authorized representative of the organization above.

Signature of Applicant

Date

| Area (check all that apply) | |
|--|--|
| Classroom(s) (indicate quantity) | |
| Auditorium | |
| Little Theater (RHS) | |
| Forum Room (BHS) | |
| Cafeteria | |
| LMC/Library, Specialty Rooms | |
| Main Gym | |
| Small Gym (BHS) | |
| Field House | |
| Kitchen | |
| Outdoor Softball/Baseball Fields | |
| Outdoor Soccer/Football Fields | |
| Synthetic Turf Fields | |

| Area & Equipment (check all that apply) | |
|--|--|
| Equipment | |
| Number of Chairs | |
| Number of Tables | |
| Screen | |
| Other | |
| | |
| | |
| | |
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| | |
| | |
| | |
| | |

(To be filled out by School District)

Renter Classification:
 Class I () Class II () Class III () Class IV-A () Class IV-B () Class V ()

Approved by School _____ Date _____
 Approved by Dept. of BOM _____ Date _____

APPLICATION FOR USE OF FACILITIES AND ENERGY REQUEST

Elementary Schools (circle one):

Hermansen Hill Independence King McGee Oak View Pioneer
 Salk Skoff Tibbott Wood View Ward

Activity Date _____ Time From _____ To _____

School Day Request () Non School Day Request ()

Purpose of Activity (Be specific) _____

Contact Person (print) _____

Work Phone Number _____ Cell Phone Number _____

Name of Organization _____

Street Address _____ City, State, Zip _____

Email Address _____

I have read and agree to the terms and conditions of the Guidelines for Use of School Facilities, and I am an authorized representative of the organization above.

 Signature of Applicant Date

| Areas (check all that apply) | |
|--|--|
| Classroom(s) (indicate room number) | |
| LMC/ Library, Specialty Rooms | |
| Gym/ Multipurpose Room, Cafeteria | |
| Kitchen | |
| | |
| | |
| | |
| | |
| Equipment: # Tables () # Chairs () Podium () | |

| | |
|--|------------|
| (To be filled out by School District) | |
| Renter Classification: Class I () Class II () Class III () Class IV-A () Class IV-B () Class V () | |
| Approved by School _____ | Date _____ |
| Approved by Dept. of BOM _____ | Date _____ |