

AGREEMENT 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:

(NOTE: 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, included herein.
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 District's discretion.
 - c. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of Valley View School District as an additional insured on the permittee's insurance policies. A certificate of insurance evidencing coverage is required.

The policy naming the District as an additional insured shall:

 - Be an insurance policy from an A.M. Best rated A- or higher, licensed in Illinois.
 - State that the organization's coverage shall be primary and non-contributory coverage for the District, it's Board, employees and volunteers.
 - A completed copy of the additional insured endorsement, naming the District, must be attached to the certificate of insurance.

- Valley View School District shall be named as additional insured in the description box in addition to the “ADDL INSR” box being marked.
- At the District’s request, the organizations shall provide a copy of the policy declaration pages of the General Liability and Umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
- The permittee agrees to indemnify the District for any applicable deductibles and self-insured retentions.

Required Insurance

- **Commercial General Liability Insurance**
\$1,000,000 per occurrence/\$2,000,000 aggregate with coverage for athletic participants. (Higher limits may be needed for large events)

Permittee acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The permittee is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

3. All groups agree to comply with all applicable federal, state, and local ordinances and 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 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 is 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. Any organization bringing their own sound/lighting system will be required to coordinate with the district, and fees may still be assessed based on labor needs as determined by District.
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 or when closed for district holidays. 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 or they will be charged. Times for arrival and departures will be calculated into the cost of building rental as well as clean up time after the event. District has the discretion of determining specific location(s) of all events for facility usage efficiency.
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 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.

Valley View School District 365U
Application for use of Facilities and Energy

Must include ALL information in order to process for approval

EVENT INFORMATION

Event Title _____
Event Description _____
Location (name of school) _____
Rooms/Areas _____
Event Dates _____
Event Time Start _____ End _____

*Do you need to arrive early for set-up? Y N *Do you need to stay late for break-down? Y N If Yes, please arrange w/ school office

*Set-up/break-down includes decorating, band equipment, etc.

*Please be advised that rental charges begin upon arrival at facility for set-up - not at beginning of event

ORGANIZATION INFORMATION

Organization _____
Contact Name _____
Email _____
Daytime phone _____ Cell phone _____
Billing Address _____

INSURANCE INFORMATION

Company Name _____
Company Policy no. _____
Coverage dates _____ to _____

SET UP REQUIREMENTS

To be provided within district guidelines. Refer to Facilities Agreement and coordinate with school for final approval.

Custodial _____
Energy _____
Food Services _____
IT/Technology _____
Sound/Lighting _____

RENTER CLASSIFICATION

Please fill out the following information to help us determine your organization's classification.			
I	Are you a school affiliated organization and/or school sponsored program that serves the students and meets <u>Monday through Friday after school or at night?</u>	Yes	No
II	Are you a school affiliated organization and/or school sponsored program that serves the students and meets <u>Saturday, Sunday or other non-school days?</u>	Yes	No
III	Are you a community based organization , with 75% or greater of participants as VVSD residents, whose academic or recreational activities directly serve district school age students and who do not charge an admission, registration fee or donation?	Yes	No
IV	Are you a community based organization , with 75% or greater of participants as VVSD residents, whose academic or recreational activities directly serve district school age students and who do charge an admission, registration fee or donation?	Yes	No
IV-A	Is your organization a 501(c)? (must have paperwork)	Yes	No
IV-A	Does the frequency of your event occur LESS than once a month?	Yes	No
IV-A	Will your event occur LESS than 4 hours (<u>including</u> set-up/break-down)?	Yes	No
IV-A	Will attendance be 400 people or LESS ?	Yes	No
IV-AA	Is a "comparable" program offered through the IG/PTO/PTA or Park District?	Yes	No
IV-AA	Are 75% or greater of participants VVSD students ?	Yes	No
IV-AA	Are fees charged to participants used to cover direct expenses only (uniforms, registration, tournament travel expenses, etc) ?	Yes	No
IV-AA	Is your organization a 501(c) or non-profit generating? (must have paperwork)	Yes	No
IV-AA	Does your organization have an all volunteer staff?	Yes	No
IV-AA	Does your organization's primary activity(ies) contribute or support the district's school <u>sanctioned</u> programs?	Yes	No
IV-AA	Are you a school sponsored event that is holding an in-house tournament and collecting fees associated with the tournament?	Yes	No
IV-AA	Are you a school sponsored event holding a fundraiser with the collected fees going directly back to the school?	Yes	No

IV-B	Is your organization a 501(c)?	Yes	No
IV-B	Does your event occur MORE than once a month?	Yes	No
IV-B	Will your event occur MORE than 4 hours (<u>including</u> set-up/break-down)?	Yes	No
IV-B	Will attendance be 400 people or MORE ?	Yes	No

V	Is the organization located within VVSD boundaries?	Yes	No
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PLEASE NOTE: VVSD does not allow private parties and/or gatherings at any of the District facilities

To be filled out by School District							
Classification:	I ()	II ()	III ()	IV-A ()	IV-AA ()	IV-B ()	V ()
Approved by School:	Name _____	Date _____	Initials _____				
Approved by Facility Operations Department:	Name _____	Date _____	Initials _____				

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, and/or school sponsored programs 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, and PTA/PTO booster clubs. 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.
3. School affiliated organizations and/or school sponsored programs that serve the students, and any one of the following:
 - a.) Hosting an in-house tournament for a sporting event
 - b.) Music/band/theater performance or practice associated with school sanctioned activities
 - c.) Fundraiser hosted by a school activity (i.e., basketball, band, etc.) where ALL funds collected go directly back to the school.
 - d.) School must sanction activity e.g., homecoming, basketball tournaments, etc.

Class II

School affiliated organizations and/or school sponsored programs 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, except as noted below. 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 and PTA/PTO booster clubs. 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. School affiliated organizations and/or school sponsored programs that serve the students, and any one of the following: (exempt from labor charges)
 - a.) Hosting an in-house tournament for a sporting event
 - b.) Music/band/theater performance or practice associated with school sanctioned activities
 - c.) Fundraiser hosted by a school activity (i.e., basketball, band, etc.) where ALL funds collected go directly back to the school.
 - d.) School must sanction activity e.g., homecoming, basketball tournaments, etc.
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, with 75% or greater of participants Valley View School District residents, 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 groups.
9. Non-profit groups providing service to the community and to District students.

Class IV

Community based organizations, with 75% or greater of participants Valley View School District residents, 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) Class IV-AA (intermediate) and Class IV-B (more intensive) and defined as follows:

Class IV-A (Must meet ALL 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-AA (Must meet ALL criteria)

- 1) "Comparable" program is not offered through the IGA/PTO/PTA/Park District
- 2) 75% or greater of participants must be Valley View School District students
- 3) Fees charged to participants are to cover direct expenses only (uniforms, registration, tournament travel expenses, rental fees, etc.)
- 4) 501(c) organization or no profits generated
- 5) Volunteer staff
- 6) Organizations primary activity(ies) contribute or support the district's school sanctioned programs

Class IV-B (Must meet 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 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-AA and 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 (e.g. 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 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 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 the Facility Rental Agreement herein shall apply to the Program, with the following fees (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 the Facility Operations Department for purpose program fee reconciliation.

Valley View School District 365U

SCHEDULES A & B

SCHEDULE A - Hourly Charges for Facilities	CLASS						
AREA	I	II	III	IV-A	IV-AA	IV-B	V
Auditorium, High School - (includes dressing rooms)	N/C	N/C	N/C	N/C	\$10	\$50	\$70
Auditorium Middle Schools (JL/BMS)	N/C	N/C	N/C	N/C	\$8	\$40	\$60
Little Theater (RHS/AVM)	N/C	N/C	N/C	N/C	\$7	\$35	\$55
Forum Room (BHS)	N/C	N/C	N/C	N/C	\$6	\$30	\$50
Cafeteria (RHS/BHS)	N/C	N/C	N/C	N/C	\$8	\$40	\$60
Each Classroom (All Schools)	N/C	N/C	N/C	N/C	\$3	\$15	\$35
LMC/Library, Specialty Rooms (All Schools)	N/C	N/C	N/C	N/C	\$6	\$30	\$50
Gym/Multipurpose Room (Elementary Schools)	N/C	N/C	N/C	N/C	\$6	\$30	\$50
Gym/Cafeteria (Middle Schools)	N/C	N/C	N/C	N/C	\$7	\$35	\$55
Small Gym (BHS)	N/C	N/C	N/C	N/C	\$5	\$25	\$45
Main Gym (RHS/BHS)	N/C	N/C	N/C	N/C	\$15	\$75	\$120
Field House (RHS/BHS)	N/C	N/C	N/C	N/C	\$15	\$75	\$120
Kitchen (All Schools)	N/C	N/C	N/C	N/C	\$6	\$30	\$50
Outdoor Softball/Baseball Fields	N/C	N/C	N/C	N/C	\$5	\$25	\$35
Outdoor Soccer/Football Fields/Tennis Courts	N/C	N/C	N/C	N/C	\$6	\$30	\$40
Synthetic Turf Fields - Including Bleachers and Restrooms (BHS/RHS)	N/C	N/C	\$2500/ Event (5 Hour Maximum)				

SCHEDULE B - Hourly Charges for Facilities Personnel	CLASS						
Position	I	II	III	IV-A	IV-AA	IV-B	V
Building & Grounds Staff - 2 Hour Minimum	N/C	\$55	\$55	\$55	\$55	\$55	\$55
AV Technician	N/C	\$16	\$16	\$16	\$16	\$16	\$16
AV Technician Assistant (req'd if using AV Tech)	N/C	\$10	\$10	\$10	\$10	\$10	\$10
Cleaning Service - Cleaning Service charges determined by the School Administrator	N/C	\$30	\$30	\$30	\$30	\$30	\$30
Kitchen Staff - 2 Hour Minimum	\$35	\$35	\$35	\$35	\$35	\$35	\$35
Snow Removal - 2 Hour Minimum	N/C	\$75	\$75	\$75	\$75	\$75	\$75
District Security*- 2 Hour Minimum	<2 hrs=\$51.50 / 2.1-4 hrs=\$67 / 4.1-8 hrs=\$100.50 / >8hrs=\$134 (charges are per guard)						
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.

Note: For Classes III thru IV, if activity occurs during hours of normal maintenance or cleaning staff workday, the organization will be charged a minimum of one hour per day for labor rates shown herein.

The undersigned has carefully reviewed and agrees to the following:

- Agreement for Use of School Facilities
- Application for Use of Facilities and Energy
- Renter Classifications
- Before School/After School Activities Program
- Schedules A & B (Classification Fee Schedule)

Organization: _____

Organization Representative: _____
(Please print name)

Organization Website _____

Representative Signature: _____

Representative Email Address _____

Date: _____

Daytime Phone Number: _____

This Agreement must be signed and accompanied by the Application for Use of Facilities and Energy, a completed cost estimate sheet (rates attached herein), and a current and properly executed certificate of insurance, before any facility usage is scheduled for this organization/activity.