

Rockton School District #140

1050 E. Union St.
Rockton, IL 61072
815.624.7143

Rental Charges for Utilization of School Facilities/Grounds

The following procedures will apply for the use of district facilities/grounds:

1. The Rockton Board of Education reserves the right to waive or to change, in any manner it deems necessary, the foregoing rules and regulations or charges pertaining to the rental of school property.
2. Buildings used when custodians are not regularly scheduled to work will require a minimum charge of two (2) hours of custodial time at the overtime rate. This will be charged under both rent and free-rent agreements.
3. There shall be a minimum of at least one person with proper food service certification in the cafeteria when building kitchens are utilized to prepare food. Renter is responsible for securing food permit from Winnebago County Health Dept.
4. The cost of food service and custodial personnel shall be provided and billed on a per-hour basis.
5. Custodial and kitchen fees, if necessary, will be charged to all fee exempt groups.
6. No functions are to continue after 12:00 midnight.
7. No gambling, games of chance, smoking, or consumption, sale of, or possession of alcoholic beverages and/or controlled substances are permitted on school property.
8. Erecting permanent or temporary structures on the grounds, putting up decorations, moving equipment or other furniture is prohibited unless special permission is granted beforehand by the superintendent or building principal.
9. Any decorations (approved by the Principal or custodian on duty) shall be erected in a manner that will not be destructive of school property. All decorations/equipment must be removed from the building before leaving.
10. Individuals, groups, societies, organizations, or associations will be required to provide proof of insurance liability, i.e., Certificate of Insurance naming the Rockton School District as additional insured for the specific event. Minimum Coverage \$1,000,000 liability and \$500,000 property damage. THE BOARD RESERVES THE RIGHT TO REQUIRE HIGHER COVERAGE.
11. Non-profit groups, societies, or associations may, at the discretion of the Superintendent, use the facilities without payment of rent, but will be charged for any costs incurred as a result of that use.

Schedule of rental charges

All rentals require a 2-hour minimum charge unless otherwise specified. All rates are hourly.

School Related Groups:

Building Rental – Free*

Non-School Related Groups

Building Rental

Rockton Grade School	\$35.00/hr.*
Whitman Post Elementary	\$35.00/hr.*
Stephen Mack Middle School	\$50.00/hr.*

*For all building use, a custodial fee will be charged when a custodian is not regularly on duty, current hourly rate, with overtime, if applicable.

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School Facilities and Property - Operational Procedures

School facilities are available to community organizations during non-school hours when such use does not: 1) interfere with any school function or the safety of students or employees, or 2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times. Such use shall be in accordance with the following policies (Policy 8:20 – Community Use of School Facilities) and procedures:

1. General Rules

All applications for the use of any District #140 school facilities/properties shall originate with responsible organizations or employees located within the school district. A reliable adult, 21 years old or older, must assume the responsibility for the actions of the group using the facility. Permit holders shall not assign, transfer, sublet, nor charge any fee to others for the use of school property without the consent of the Board of Education at the time of approval. Permission to use the building facilities does not include the use of equipment. Special arrangements for using school or organization owned equipment must be made at the time of application.

2. Application

All applications for the use of school facilities or grounds shall be made to the Principal of the building who, after review and approval by the superintendent, shall have the power to grant the use, with or without charge, of school grounds, school buildings, or rooms in school buildings to groups, societies, organizations, or associations when the use is in accordance with the educational purposes of the facility. If there is any question as to whether the request conforms to the policy hereby established, these questions will be referred to the Superintendent

- a. No school facilities shall be used, except for regular school purposes, unless such use has been approved by the Superintendent and a request on a Facility Use Agreement for the use has been duly issued.
- b. Non-school organizations or individuals may apply for use of specified facilities of the school buildings and grounds through application on forms as provided for that purpose by the Rockton School District #140 Schools. Such forms may be secured from individual school buildings or from the District Office.
- c. Facility Rental Agreement Contract forms for the use of school facilities shall be submitted and must contain a statement of the nature of the proposed event. The group, organization, or individual must also agree to hold the Board of Education harmless from any claims of every nature whatsoever arising out of the use and occupancy of the school premises in connection with the proposed event. Applicants must further recognize that the Superintendent and/or Board of Education reserve the right to revoke at any time any permit granted under such application for reasons deemed to be in the best interests of the School District, without the assumption thereby of any liability because of such revocation.

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- d. All applications shall state the facilities desired, the nature, date, hour(s) of the activity (including set-up and clean-up time), and the name of the individual(s) who will represent the organization at the time of the activity.
- e. Applications for the use of school buildings and grounds must be returned to the Principal of the building to be rented for scheduling.

3. Care of the Building and/or Grounds

Any group, society, organization, or association to whom a permit for such use is granted shall be required to give a satisfactory guarantee, including proof of insurance where deemed necessary, that it will be responsible for the proper use of the premises, for the orderly conduct of the meetings held under its control, for the prompt payment of any charge, in cases where such a charge is made, and for the prompt payment of any damages to school or individual property while such building is in use by it. Any group, society, organization, or association failing to pay promptly to the Board of Education such charges for any such damage may be denied any further use of any of the school buildings.

4. Rental Charge Classifications

Free Rent Usage

District #140 facilities shall be available on a rent-free basis on student attendance days for team and student-group practices or meetings and extra-curricular activities or scheduled interscholastic events. Facilities may also be available on a rent-free basis on non-attendance days only when prearranged with the Building Principals.

District #140 facilities shall also be available on a rent-free basis for staff retirements, award programs and other banquets, which are related to the regular school program. Parent/Teacher Organizations, and/or Booster Organizations, and Board appointed Citizens Advisory Committees may have the use of facilities for such meetings and programs as are open without charge for admission. Fund raising events in support of school programs and activities may use school facilities at no charge, but the group will be responsible for any custodial or food service supervision costs. These groups must adhere to District Policy.

Rental Fee Usage

District #140 facilities may be available on a rent fee basis when used by community groups for profit where the profit or admission fees are used for the advancement of the group or program rather than in support of school programs and activities.

School facilities may be provided to other school districts, colleges, or other education related organizations on a free rent basis when the purpose of the rental is to provide educational activities for either District #140 students or staff.

District #140 facilities shall be available on a rent fee basis when used by commercial organizations, businesses or other non-profit organizations using the facility for the conduct of the organization's business.

**Rockton School District
Facilities/Grounds Rental Agreement**

Today's Date: _____

Name and address of organization requesting rental of district facilities

Name and address of person responsible for rental

Phone

Date (s) requested: _____ Hours requested: _____

Building or Athletic Field requested – _____ (Attach completed Field Request form detailing field/grounds area requested)

Description of activity: _____

Total hours: _____ Rental rate per hour: \$ _____ Total fee: \$ _____ (Renters will be charged a minimum of two hours, regardless of the time used.)

Charges For Facility Rental - if applicable

For Custodial Service	_____ hrs. @ _____	\$ _____
For Kitchen Service	_____ hrs. @ _____	\$ _____
TOTAL FEE		\$ _____

Above date has been approved by building secretary: _____
Signature of Building Secretary

All groups must:

1. Indemnity 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.
2. Pay any damage 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 Board's discretion.
3. Proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss is required before rental date for building rentals.
4. One or more maintenance personnel or administrator will be on duty whenever the building is rented.
5. District food services staff must be on duty if building kitchen facility is utilized as part of rental.
6. All groups must supply adequate supervision to insure proper care and use of school facilities.
7. Must provide their own equipment and materials.
8. Park on school grounds in the parking lot for all events. Guests are also required to park in the parking lots.
9. Stephen Mack Middle School, Whitman Post Elementary School and Rockton Grade School have an AED (Automated External Defibrillator) on site. SMMS and WPES AED's are located in the building's cafeteria near the gym. RGS AED is located in the hallway outside the gym. The AED is clearly marked. Renters are advised to provide their own cell phone for emergencies. Renters are advised to have CPR certified personnel on site during time of rental. Renter's signature confirms adherence to this requirement. District AED equipment is **not available** for use at outside district grounds/fields.

Signature of Renter

Signature of Superintendent or Designee

Copy to:

- _____ Renter
- _____ School Secretary
- _____ Maintenance Dept.

Office Use:

- _____ Proof of Insurance Received
- _____ Hold Harmless Signed
- _____ Field Request Map form attached

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Utilization of School Facilities Acknowledgment and Hold Harmless

Date(s) of Facility/Grounds Use _____

It is hereby acknowledged that the use of the _____
(Specific School Facility/Grounds)

to be used for the purpose of

(Specific Purpose of Facility/Grounds Use)

is not sponsored by the Rockton School District No. 140 that this activity will not be supervised by said District nor any of the employees of said District; and that said District is not responsible for any accident or injury to persons or damage to property that may occur as a result of the above-named activity.

(Name of Organization or Individual Renting Facility)

hereby agree not to make any claim, Specific Individual or Group Executing This Agreement suit or demand against the Rockton School District No. 140, and agrees to defend and indemnify the School District against all claims, lawsuits, or other forms of liability that may arise out of the above-named activity for any accident or injury to persons or damage to property that may be incurred in conjunction with the above named activity.

(Print name of individual signing agreement. If on behalf of a group, also print of group and position of signer.)

(Signature of individual signing agreement)

Date

Field Request Form

Fields:

- Stephen Mack Middle School

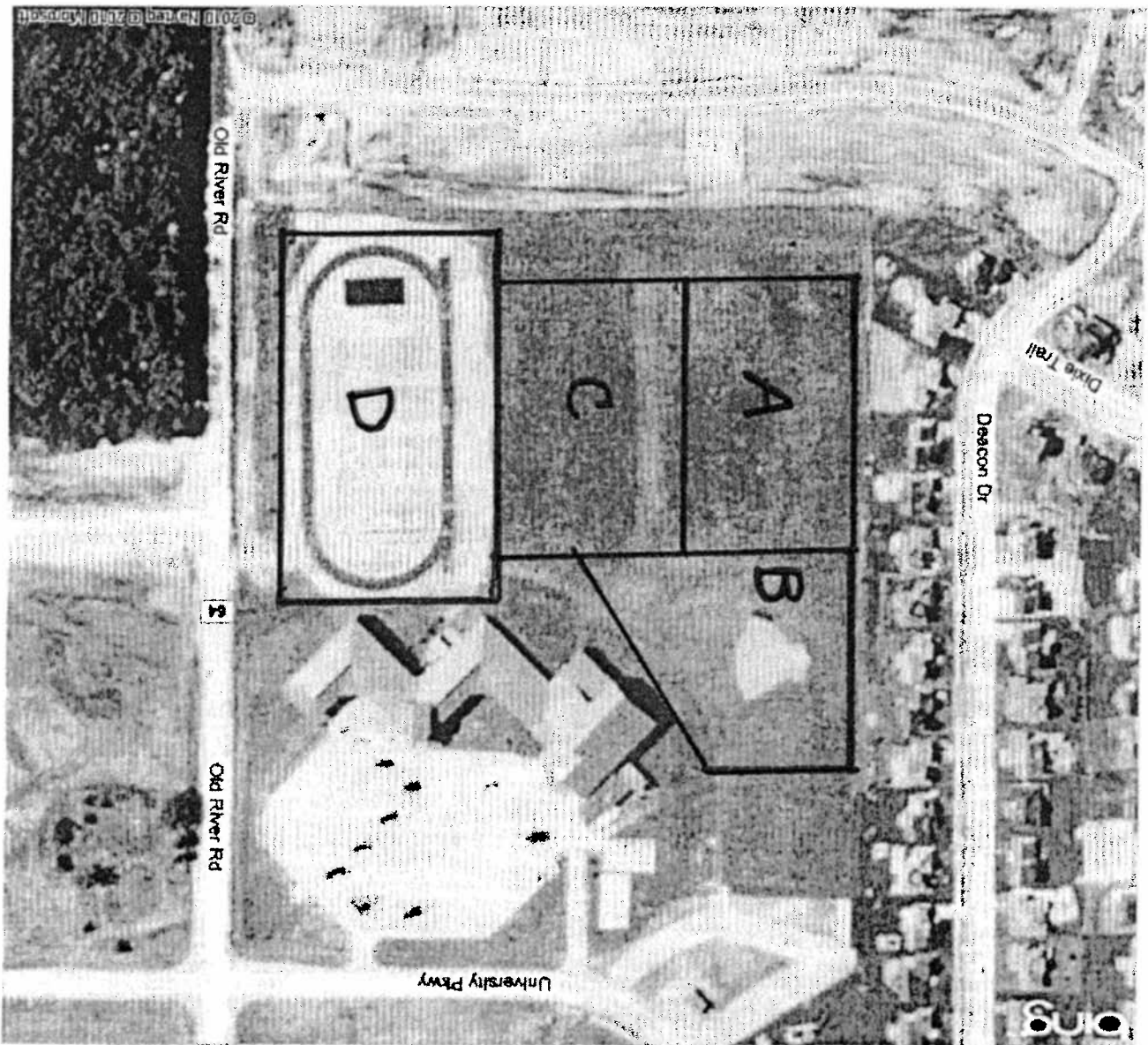
List fields requested using letters on map: _____

Office Use:

Dates/Times: _____

Approved: _____ Date: _____

Superintendent



Field Request Form

Fields:

- Rockton Grade School
- Whitman Post Elementary School

List fields requested using letters on map: _____

Office Use:

Dates/Times: _____

Approved: _____ Date: _____
Superintendent

