

Application for Use of School Facilities

Date Applied: _____

This form is to be completed and signed by the authorized representative of the organization (group) requesting use of school facilities. A completed application form must be filed in the Business Office and approved by the Assistant Superintendent before the facility is reserved. **PLEASE PRINT.**

Name of Organization: _____

Address of Organization: _____

Name of Authorized Representative: _____

Address of Authorized Representative: _____

EMAIL ADDRESS (MANDATORY): _____

Phone No. of Authorized Representative: _____

Building Requested: _____

Facility/Room Requested: _____

Description of Activity: _____

Participants –Type (students, parents, etc.) _____

Number: _____

Day(s) of Week: _____

Date(s) (if multiple dates, list on separate sheet): _____

Beginning Time - Ending Time: _____

Equipment (tables, chairs, A/V etc.): _____

Non-Profit Organization?: **Yes** **No** (circle one) Will admission be charged?: **Yes** **No** (circle one)

I am aware that the facility usage fee (if applicable) is due and payable prior to our use of the facility. We agree to follow the District's "Community Use of School Facilities" policy and regulations, copies of which are available from the District upon request. It is understood that School District 102 activities have preference for facility use over outside activities and that District facilities are not available on school holidays or weekends unless special arrangements are made.

If permission is granted for this facility use, we agree to be responsible for any injuries sustained by any person attending or participating in the program or activity during our use of the school facilities. We also agree to be responsible for replacement in case of any property damage or loss incurred and to pay the costs of clean up, if any. We also agree to hold harmless the Board of Education and its employees from any accident or liability arising as a result of this use of school facilities. We understand that prior to facility use, we must provide the District with a valid Certificate of Insurance. We understand that if permission is granted for use of the District's facility and the facility will be used for the supervision, training or instruction of physical fitness activities, we must have at least one trained AED [1] user¹ present. Information regarding the location of the AED and Medical Emergency Plan will be provided. We understand that pay phones may not be available in all buildings for our use.

Organization guarantees all activities will comply with the State of Illinois COVID-19 regulations for activities and adhere to all aspects of the Restore Illinois plan and the implementation phase the State is in at the time of the activity.

Principal's Approval: _____

Date Approved: ____/____/____

Signature of Organization's Authorized Representative

Custodian Required: ☐ Yes ☐ No If yes, hours scheduled: _____A/V Required: ☐ Yes ☐ No If yes, hours scheduled & equipment needed: _____**Do not complete below this line**

Director of Technology Approval (if A/V needed) _____

Date: _____

Director of Buildings & Grounds Approval: _____

Date: _____

Facility Use: ☐ Approved ☐ Denied, reason: _____

Certificate of Insurance on file/received: _____

☐ Yes

Expiration: _____

☐ No☐ Not Required

This approval is subject to certain other conditions: _____

The rental/custodial charge payable in advance to School District 102, 333 North Park Rd., La Grange Park, IL 60526 as follows:
\$ _____ For _____

Date _____

Assistant Superintendent or Designee _____

[1] A trained AED user is one who has: (1) successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross, the American Heart Association, or other program which complies with the rules approved by the Illinois Department of Public Health; or (2) is licensed to practice medicine in all its branches in Illinois in accordance with the Medical Practice Act of 1987.

Schedule of Rental Fees Per Occurrence

FACILITY	School	Category 1/2/3	Category 4	Category 5
*Auditorium	Park Junior High	No Charge	\$280	\$560
Light/Sound Equipment (hourly rate)	Park Junior High	No Charge	\$32/hour	\$32/hour
Public Address System	Park Junior High	No Charge	\$30	\$60
Band Room	Park Junior High	No Charge	\$40	\$80
Cafeteria	Park Junior High	No Charge	\$50	\$100
**Art Room	Park Junior High	No Charge	\$30	\$60
**Home Arts Room	Park Junior High	No Charge	\$30	\$60
*Gymnasium (Excludes locker room use)	All Buildings	No Charge	\$90	\$180
Locker Room (Boys or Girls)	Park Junior High	No Charge	\$20	\$40
Scoreboard (electric)	Park Junior High	No Charge	\$25	\$50
General Classroom	All Buildings	No Charge	\$25	\$50
Multipurpose Room (Library/LRC)	Park Junior High	No Charge	\$50	\$100
Parking Lot/Playground	All Buildings	No Charge	\$50	\$100
Field Use	All Buildings	No Charge	Fee to be determined by type & frequency	

*Facility Use charge will be reduced for rehearsals at the discretion of the District.

** Use is restricted to those activities which are directly supervised or conducted by appropriate District 102 certified personnel who shall be paid by the User at a cost established by the District.

Custodial fees are separate and per hour rate varies by day of week and time of day.

District 102 PTC's/PTO's will be exempt from custodial fees for fundraising events.

Non-fundraising events will incur custodial fees for weekend usage only.

**Community Use Of School Facilities Procedures
Chart of Categories**

FOR DISTRICT USE ONLY

<u>Category 1</u>	School District 102, community-based, religious, educational or governmental organizations when the facility use supports District-sponsored activities, District students, and/or District staff members.	Ex: PTO/PTC, Boy/Girl Scouts, Indian Guides, Continuing Education Classes
<u>Category 2</u>	Governmental bodies representing Brookfield, La Grange and La Grange Park which have entered into an intergovernmental agreement with the District prior to requesting building use.	
<u>Category 3</u>	Community-based, religious, educational or governmental organizations when the facility use supports District parents.	Ex: Project Linus, Parenting Classes, Police/Fire Departments
<u>Category 4</u>	Non-profit civic, social or educational organizations when the facility use supports District residents.	Ex: CEP,
<u>Category 5</u>	For-profit organizations when the facility use supports District residents.	Ex: Dance Studios, Club Sport Teams

Policy 8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect 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. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to approval by the Board of Education.

LEGAL REF.:

[20 U.S.C. §7905](#), Boy Scouts of America Equal Access Act.

[10 ILCS 5/11-4.1](#), Election Code.

[105 ILCS 5/10-20.41](#), [5/10-22.10](#), and [5/29-3.5](#).

[Good News Club v. Milford Central School](#), 533 U.S. 98 (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), 508 U.S. 384 (1993).

[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: [8:25](#) (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), [8:30](#) (Visitors to and Conduct on School Property)

Adopted: May 18, 2023

LaGrange SD 102