

Frankfort

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 157-C

COMMUNITY USE OF SCHOOL FACILITIES



*A Tradition
of Excellence*

ADMINISTRATIVE OFFICE

10482 W. Nebraska Street
Frankfort, Illinois 60423-2235
(815) 469-5922
Fax (815) 469-8988

GRAND PRAIRIE ELEMENTARY SCHOOL

10480 W. Nebraska Street
Frankfort, Illinois 60423-2235
(815) 469-3366
Fax (815) 464-2899

CHELSEA INTERMEDIATE SCHOOL

22265 South 80th Avenue
Frankfort, Illinois 60423-9786
(815) 469-2309
Fax (815) 464-2043

HICKORY CREEK MIDDLE SCHOOL

22150 116th Avenue
Frankfort, Illinois 60423-9064
(815) 469-4474
Fax (815) 469-7930

Frankfort School District 157-C encourages the use of school facilities by community organizations and the public as long as such use does not interfere with the operation of schools, stand in conflict with the educational mission of the school district, create a great risk for damage to the facilities, create a substantial liability for the school district, or endanger the health and welfare of those involved in the facility use. In accordance with Board Policy Section 8.20 (Community Use of School Facilities), administrative procedures have been developed to assist with such facility use. The attached information contains the applicable board policy, organization classification definitions, fee schedules, application procedures, rules and regulations, a sample application, a sample approval information sheet, a sample certificate of insurance, an accident report form, a waiver of liability form, and a building utilization report.

This booklet of information should provide everything you need to potentially rent or use our school facilities, but if you have any questions or want to check on the availability of a particular space in a certain school, please contact the school office and direct your question to the Principal's Secretary or Building Principal. Additionally, if you have any general questions you can direct them to the district office and ask for the Director of Business and Operational Services or the district office Administrative Assistant.

Thank you,



Kate Ambrosini
Director of Business and Operational Services

Frankfort School District 157-C
10482 W. Nebraska Street
Frankfort, Illinois 60423

Policy - Community Relations - 8.20

COMMUNITY USE OF SCHOOL FACILITIES

The school facilities of District 157-C are used primarily for the education of students. They may, however, be made available to the community for education, civic and cultural purposes (any public program that is consistent with Board of Education Policy Mission Statement and not-for-profit activities involving predominantly children in the community). The use of facilities must not interfere with the regular operation of the school. Prior approval through the District Office is required for all facility use.

A pro-rated fee structure for the use of school facilities will be developed by the Superintendent and approved annually by the Board of Education. In general, not-for-profit organizations whose membership is predominantly made up of District 157-C taxpayers, will incur only those costs needed to offset expenses that provide the services required during the use of the facility, as well as any set-up or custodial needs involved. Four classes (I, II, III, IV) of users will be established to indicate priority and rates for the use of school facilities.

School-affiliated groups include the District 157-C Parent Teacher Association, Prairie Care, Project B.E.G.I.N., District 157-C Education Foundation, scout groups generally serving District 157-C students, Band Boosters, and those approved by the Superintendent as Class I users. Class I users will pay only to off-set additional expenses incurred for events that extend beyond 9:00 p.m. weekdays or for week-end use.

The Superintendent or his/her designee is charged with the responsibility to manage the use of school facilities. Use of school facilities will be subject to rules and regulations developed by the Superintendent.

Frankfort School District 157-C
10482 W. Nebraska Street
Frankfort, Illinois 60423

COMMUNITY USE OF SCHOOL BUILDINGS

FEES

Organizations requesting the use of school buildings shall be categorized in one of the following groups and fees, if applicable, shall be charged accordingly.

Class I Organizations:

School-affiliated organizations serving the residents of Frankfort School District 157-C.

- District 157-C activities, student and parent groups directly related to the educational/instructional program, PTA, Band Boosters, District 157-C Foundation, Prairie Care, Project B.E.G.I.N., Boy Scouts, Girl Scouts and similar groups approved by the Superintendent as Class I users will be given first priority at all times.

Class II Organizations:

Tax-supported and not-for-profit community organizations primarily serving children in the Frankfort 157-C community which have their headquarters and/or majority of its membership within the boundaries of Frankfort School District 157-C.

- Events and activities connected with the community recreation program (Frankfort Park District, per intergovernmental agreement) shall have priority.
- Village administration, Frankfort Police Department, Frankfort Fire Department, and Frankfort Youth Commission shall have consideration as tax-supported groups, and similar groups fitting the parameters that are approved by Superintendent as Class II users.

Class III Organizations:

Not-for-profit community and service organizations which have their headquarters and/or the majority of its membership within the boundaries of Frankfort School District 157-C, such as Kiwanis Club, Lions Club, Knights of Columbus, Frankfort Baseball, Frankfort Softball, Frankfort Soccer, Frankfort Women's Club, Senior Citizens, Homeowners' Associations, Business Expo, local Chamber of Commerce, and similar groups approved by Superintendent as Class III users.

Class IV Organizations:

Colleges, universities and not-for-profit community groups primarily offering a program serving the Lincoln-Way area residents.

Frankfort School District 157-C
10482 W. Nebraska Street
Frankfort, Illinois 60423

COMMUNITY USE OF SCHOOL BUILDINGS

APPLICATION PROCEDURES

A. Application

Any group or organization desiring to use school facilities must submit a written application 30 days prior to the event to the District Office stating the purpose and nature of the meeting or activity, the date(s) facilities will be needed, expected attendance, and the name of the person supervising the meeting or activity. Specific School District equipment desired must be requested at the time of application. The application form will be provided by the School District.

Applications for weekend use of facilities are subject to availability of custodians for selected dates.

The group or organization is encouraged to give any additional information that may be helpful when the application is being considered.

Application must be filed and signed by one or more adult members (21 years or over) of the organization who will be personally responsible for any and all damage, and who will oversee that all provisions relating to the use of the facilities are carried out in the best interest of the Board of Education and the organization.

All applications are to be delivered to: Frankfort School District 157-C, District Office, 10482 W. Nebraska Street, Frankfort, Illinois 60423.
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B. Approval Status Form

An Approval Status Form shall be returned to the organization, listing initial charges that are applicable. Initial charges must be paid prior to building use. The Approval Status Form will indicate the room assignment. The District reserves the right to assign the building, rooms, etc., based on applicant's activities.

C. Continuing Usage

Organizations using School District facilities from year to year are requested to submit their applications prior to **AUGUST 1st** of each year to assure that the facilities are available for the ensuing school year. It is the Board of Education's intent to afford the user the opportunity for developing program continuity. **If the application is not submitted prior to August 1st, use permits will be reviewed on class and "first-come" sequence.**

FRANKFORT SCHOOL DISTRICT #157-C

FACILITY USE FEE SCHEDULE - Updated July 2009*

Rental Class	Application Required	Waiver Required	Insurance Certificate Required	Processing Fee~	Gym (per hour)	Multi-Purpose Room (per hour)	Classroom (per hour)	Outdoor Athletic Facility^	Regular Custodial Fees` (Mon.-Fri.)	Overtime Custodial Fees` (Mon.-Fri.)	Weekend-Holiday Custodial Fees`	Security Call In Fees` (Mon.-Sun.)
I	YES	YES	YES	\$0	\$0	\$0	\$0	\$0	\$20/hr.	\$30/hr.	\$35/hr.	\$40/hr.
II	YES	YES	YES	\$0	\$0	\$0	\$0	\$0	\$20/hr.	\$30/hr.	\$35/hr.	\$40/hr.
III	YES	YES	YES	\$25	\$40 (1st hr.) \$20 (add'l hrs.)	\$35 (1st hr.) \$15 (add'l hrs.)	\$30 (1st hr.) \$12 (add'l hrs.)	\$25 (1-3 hrs.) (\$100 max/day)	\$25/hr.	\$35/hr.	\$40/hr.	\$40/hr.
IV	YES	YES	YES	\$25	\$50 (1st hr.) \$25 (add'l hrs.)	\$45 (1st hr.) \$20 (add'l hrs.)	\$40 (1st hr.) \$15 (add'l hrs.)	\$30 (1-3 hrs.) (\$120 max/day)	\$25/hr.	\$35/hr.	\$40/hr.	\$40/hr.
~	The processing fee is charged one time per fiscal year, if applicable.											
•	Custodial costs are calculated by actual time required (in 15 minute increments after 2 hour minimum is met, if applicable). Rental is subject to availability of district custodial staff and facilities. See building principal for availability.											
^	Costs associated with outdoor athletic facility rental and use might include turf management/maintenance or fertilizer treatment to combat wear and tear associated with outside group use. The school district also reserves the right to cancel use of outside athletic facility due to inclement weather or poor field conditions.											
*	If no additional costs are incurred by the school district related to the facility use, the Superintendent can waive any rental or processing fees in accordance with the convenience of the school system.											

Effective August 1, 2009

Frankfort School District 157-C
10482 W. Nebraska Street
Frankfort, Illinois 60423

EQUIPMENT AND SPECIAL ARRANGEMENT CHARGES

<u>Item</u>	<u>Charge</u>
Sound film projector and screen (per use)	\$ 25.00
TV/VCR (per use)	\$ 25.00
Public address system and one (1) microphone (per use)	\$ 25.00
Extra custodian or parking attendant (per hour)	\$ 25.00
Kitchen facilities (per use)	\$ 25.00
Piano (per use)	\$ 25.00
Bleachers (cost plus custodial set-up)	\$ 25.00
Tables and chairs (seating for 100, plus custodial costs)	\$ 25.00
Athletic equipment	Varies by request
Computer lab and equipment	Varies by Request
Outdoor Athletic Facility Equipment or Materials	Varies by Request

RULES AND REGULATIONS
FOR USE OF DISTRICT FACILITIES

The Superintendent or his/her designee is authorized to approve, schedule and assign the use of school facilities by non-school organizations. Filing of such application does not necessarily assure approval. Approval is subject to Board policy and the availability of locations as well as school district personnel.

1. Approval Status Stipulations

- Any scheduled use of school facilities or school grounds may be canceled when, in the opinion of the Superintendent, the best interests of the school district will be served by such change in usage.
- The district office will assign the groups to sites which best suit the needs of the group requesting use of school facilities. Scheduled date/dates may not be altered without prior approval.
- Facilities use is not granted on legal or school holidays or during summer recess when it will interfere with cleaning and building maintenance work.
- An organization authorized by Board policy No. 8.20 can neither sponsor nor front for another group not covered by the rental policy or an organization falling into a higher rental classification.
- Notice of cancellations must be furnished to the district office designee at least forty-eight (48) hours before date of intended use. Saturday and Sunday use must be canceled before 12:00 (noon) on the Thursday before use. If adequate notice is not given, the Board of Education shall charge the organization the full fee for the facilities requested.

2. Conflict of Interest

- School facilities cannot be used by an individual, group or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means. Political groups may not use the facilities for any purpose. Activities in conflict with Board policies, Village ordinances or State and Federal laws are prohibited.
- Those who use the school property will not be permitted to manage or culminate any form of chance (bingo or illegal activity) upon the premises with the exception of school connected groups that schedule legally authorized fund raising activities or events for the sole purpose of benefit for students. All such activities must show written proof of authorization prior to review of application by the Superintendent or his/her designee.
- An enterprise, function or activity that promotes any commercial product or results in private profit or commercial gain for any business cannot be conducted on school property. No entrance charge or other means of raising funds are permitted when the object of such funds is regarded, in any way, as inconsistent with the purpose of public schools.

2. Conflict of Interest - continued

- No District 157-C employee, Board of Education member or member of their families shall use school facilities for any activity for which they receive any form of remuneration, either in the form of fees charged to participants for services performed, or a profit sought.

3. General Guidelines/Restrictions

- All District codes of conduct for student behavior shall be in force for children using the facilities and equipment.
- The use of any **illegal drugs or alcoholic beverages or the possession or distribution of drugs or look-alike drugs and drug paraphernalia** is not permitted in school buildings or on school district grounds at any time. Group sponsors are asked to strictly enforce this policy and the law.
- **Smoking on the premises is not allowed; group sponsors are asked to strictly enforce this policy.**
- Those who use the school facilities must enforce all regulations regarding fire prevention and safety.
- Groups are not allowed to set up bleachers by themselves. Proper use of bleachers requires adult supervision and may affect an organization's insurance coverage if not strictly enforced.
- In gym areas, only non-skid white-soled gym shoes or non-marking black-soled gym shoes may be worn.
- Refreshments may be served only in designated areas with administrative approval. **Food, drinks and gum are not permitted in gym areas.**
- The school district's parking facilities are available for use by the community when school is not in session. However, the school district assumes no responsibility for damage to vehicles or theft of articles from vehicles while on school district property. There is a fifteen (15) mile per hour speed limit on school district property. No handbills or notices may be distributed on school district property, unless the Superintendent or his/her designee has given prior approval. Parking in areas other than the parking lots may cause forfeiture of the privilege of using the school facilities.

4. Insurance Responsibilities/Accident Reports

- Applicants shall, in writing, hold free and harmless the Board of Education, as a whole or the individual members thereof, and all school district officers, agents, and employees, from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school district property.

4. **Insurance Responsibilities/Accident Reports (continued)**

- A certificate of insurance in the amount of \$1,000,000 shall be furnished by the individual or organization requesting the use of School District 157-C facilities, naming School District 157-C as additional insured, if deemed appropriate by the Superintendent.
- Whenever a person is injured on school district grounds, the authorized representative shall submit a completed Accident Report to the District Office. (See attachment)

5. **Limitations of Use**

- Access to school facilities is limited to only those areas for which approval for use was received.
- School furniture or equipment may not be moved by organizations using school areas without permission.
- Washroom privileges are not to be abused.

6. **Responsibilities of Custodians**

- The custodian in charge may open or make available only such space and equipment as specifically mentioned in the rental agreement. The custodian is not required to open the doors until the supervisor named in the agreement is present.
- Cooperation and respect for district personnel is expected. Custodians will assist with reasonable requests. Custodians may not act as supervisors or be expected to control youngsters who are participating in activities.
- A custodian may not assume any responsibilities beyond the scope of his/her assigned responsibilities without prior approval of his/her supervisor.
- All evening meetings must end and the building must be cleared by 8:00 p.m. unless an administrator is present in order for the custodian to lock the outside doors. Delays will result in over-time charges to the offending organization.
- Building custodians are directed to report any misuse of facility or violation of rental agreement to the building Principal, who will then notify the District Office.

7. **Financial Responsibility**

- Appropriate supervision **must be provided by the organization at all times** to ensure the safety of participants and the security of the building and its contents. It is the responsibility of the user to communicate special set-up arrangements requested and to leave the facility in the **SAME ORDER AS PRIOR TO USE**. If, after the event, additional time is needed to clean the facility, the organization shall be billed at the designated hourly rate.

- **7. Financial Responsibility (continued)**
- Sponsoring groups shall be held financially responsible for any damage incurred during the use of the building and facilities. The supervisor should report orally to the custodian and in writing to the District Office any damage observed prior to or occurring during the time of use. Cost to repair damage to buildings or equipment will be charged directly to the organization's sponsor at the cost of replacement in the case of equipment, or the cost of repair in the case of building damage.
- **When appropriate, a key deposit in the amount of \$100.00 shall be secured. If a key is lost, the organization will be charged the balance of the expense, less the key deposit, to re-key locks to maintain building security. Refund of the deposit will be issued when key is returned.**
- Unauthorized portions of the building will be secured by the District's alarm system. Costs resulting from improper building usage that triggers the alarm services will be billed to the organization responsible at the rate of **\$25.00** per call, plus custodial costs, if applicable.
- If additional District personnel are needed to assure the security of a facility, the organization will be charged by the hour from 30 minutes prior to opening and 30 minutes after premises are vacated.

Frankfort School District 157-C

APPLICATION FOR USE OF DISTRICT FACILITIES
TO BE SUBMITTED 30 DAYS PRIOR TO EVENT

PLEASE PRINT:

ORGANIZATION REQUESTING USE OF DISTRICT FACILITIES

Authorized Representative Title Home Phone/Business Phone

Mailing Address

Facility Requested

Date of Request

Area(s) Requested

Date of Use

CONTINUING CONTRACT ONLY:

Times Facility To Be Used
(includes preparation & clean-up time)

Day From To
(mo/date) (mo/date)

Type/Purpose of Activity:

Expected Attendance: Age Group: No. of Adult Supervisors:

Refreshments to be served: Area:

List own Equipment to be brought in:

Custodial Set-Up Requested:

Special Arrangements or 157-C Equipment requested:

Event Supervisor Address Home Phone/Business Phone

Insurance Company: Policy Period:
(Attach Certificate of Insurance naming Frankfort School District 157-C as the Additional Insured)

The above listed Organization Authorized Representative and Event Supervisor have read the "Frankfort School District 157-C Use of School Facilities Guidelines", and by signing this application, agree to abide by all rules and regulations as listed in this guide.

Signature: Authorized Representative

Date

FRANKFORT SCHOOL DISTRICT 157-C

WAIVER OF LIABILITY

In partial consideration for the use of the facilities of **FRANKFORT SCHOOL DISTRICT 157-C**, the undersigned hereby releases **FRANKFORT SCHOOL DISTRICT 157-C**, its Board of Education, collectively and individually, and all of its officers, agents and employees, from any and all possible liability which might be attributable to property damage, or injury, to the undersigned by virtue of the use of the District's facilities, or actions or failure to act of any of the District's officers, agents, or employees.

The undersigned understands that the organization represented hereby waives the right to bring suit against the District, its Board Members or officers, agents or employees to collect on, or enforce, any liability whatsoever on the part of the District, its Board Members or officers, agents or employees which might arise out of the undersigned's use of the District's premises.

Organization Name (Print)

I am an officer and/or duly appointed agent of the above named organization and have the authority to act in its behalf to execute this release from liability. I have read, understand, and accept the terms of the above waiver and release.

Date: _____

Frankfort School District 157-C

ACCIDENT REPORT

Signature: _____ Time of Accident: _____

Student Employee Visitor

Name of Injured: _____ Room: _____

Building: _____ Location of Accident: _____

Authorized Representative: _____

Nature of Accident and Treatment Provided: _____

List witnesses, if any: _____

Name Phone

Name Phone

ACTION

(Please check one or more, if appropriate)

First Aid Administered by: _____

Parent(s)/Guardian(s)/Relative Were Called: _____

Name

Contacted by: _____ Time: _____

Injured Taken Home By: _____

Name

Relationship

Signature

Time

PROFESSIONAL MEDICAL TREATMENT, IF ANY

REMARKS:

Report Completed by: _____

Signature

Date

Time

Building Administrator: _____

Signature

Date

Time

Frankfort School District 157-C

BUILDING UTILIZATION REPORT

TO BE COMPLETED BY THE SUPERVISOR OF OPERATIONS AND MAINTENANCE:

BUILDING: _____ DATE OF EVENT: _____
ORGANIZATION: _____

EVENT SUPERVISOR: _____
Name _____ Phone _____

AREA(S) APPROVED FOR USE: _____

EQUIPMENT APPROVED FOR USE: _____

HOURS EVENT IS OPEN TO PUBLIC: _____ HOURS FOR CUSTODIAL COVERAGE: _____ TOTAL HOURS NEEDED: _____
(Includes preparation & clean-up)

_____ to _____ _____ to _____ _____ to _____

SPECIAL ARRANGEMENTS:

Signature: _____

Supervisor of Operations and Maintenance _____ Date _____

To be completed by Custodian and Event Supervisor:

GROUP ARRIVAL TIME: _____ GROUP DEPARTURE TIME: _____

The custodian and Event Supervisor are required to report any damage to facilities, any unauthorized use of facilities or other violations of the Frankfort School District 157-C Use of School Facilities Policy or Procedures:

Yes, building Areas and Equipment WERE USED in accordance with the District 157-C Use of School Facilities Policy and Procedures

No, Building Areas and Equipment WERE NOT USED in accordance with the District 157-C Use of School Facilities Policy and Procedures. Please Explain.

Signature: _____
Event Supervisor Date

Signature: _____
Custodian Date

The Custodian on Duty will submit this form to the Building Administrator after each use. In the event of any damage, the Building Administrator will contact the Supervisor of Operations and Maintenance, who will be responsible for assessing the damages and contracting the School District Business Office for billing the appropriate group for damages.

The Board of Education reserves the right to terminate any group's lease and/or use of facilities privileges for violation of any of the terms and/or provisions of the Board of Education's Policies and Procedures pertaining to Use of Facilities.