

COMMUNITY HIGH SCHOOL DISTRICT #155

BUILDING RENTAL INFORMATION

1. To request a rental date(s), please contact the Vice Principal's Office at the school you wish to use:
 - Crystal Lake Central High School – 815-459-2505
 - Cary-Grove High School – 847-639-3825
 - Crystal Lake South High School – 815-455-3860
 - Prairie Ridge High School – 815-479-0404
2. Rental rates are calculated based on the actual use of the property and required services. Current rates are listed below. All organizations using our facilities are liable for the rental fee as shown. The staff is not empowered to offer discounts to any group or individual. Please be aware of these fees when you plan your use of our facilities. Custodial fees, and any other fees, will be listed separately on your invoice and are based on man hours. For weekend and school holiday events, renters will be charged custodial fees based on the number of hours expended in opening, supervising, cleaning up, and securing the building. Events involving large numbers of participants may require additional staff, at an additional cost to the renter. All events scheduled on weeknights (except for holidays) will be a charged a minimum one-hour custodial fee.
3. "In District" fees apply to groups and organizations located within District #155 boundaries. "Out of District" fees apply to any group or organization not located within the District #155 boundaries. District #155's feeder schools pay only for costs incurred during rentals (custodial, etc.)
4. The renter may cancel with at least 48 hours notice given to the school. Failure to notify in case of cancellation will result in a minimum two-hour usage charge.
5. District #155 may cancel the facility use at any time up to 48 hours before the activity for any reason, and with less than 48 hours in emergency circumstances. Notice will be given to the renter at the address shown on the rental application.
6. There will be a two-hour minimum charge on all facilities rented. No overnight rentals are allowed.
7. Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every 15 children is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at events attended by more than 50 persons, District #155 may require the renter to arrange, and pay for, at his/her own expense, one police officer for each 150 attendees.
8. All outdoor facility rentals must also have the approval of the Business Manager.

9. Renters may not “sublet” to other people or organizations.
10. School buildings may not be used for fundraising events.
11. Kitchen and serving areas are not available for rentals. Food preparation and cooking are not allowed in the building.
12. 110V power (only) is available for tenant use.
13. Renter’s participants must observe all parking restrictions on school property. Renters may not charge for parking and must provide supervision and crowd control in parking areas, if required by District #155.
14. No use of fire, flame, smoke or fireworks of any kind are allowed on District property.
15. Possession or use of alcohol, drugs and/or tobacco products is prohibited on District property.
16. Adequate and acceptable supervision is the responsibility of the renter.
17. All operation and use of the lighting and sound department equipment will be handled through the light/sound technicians and/or the audio visual department. An hourly rate will be charged.
18. Renter will pay for snow removal if their event is the only event scheduled at the facility and the renter still wants to hold the event.
19. Renter assumes full responsibility, and shall reimburse the school district within 30 days, for the cost of repair of any damage resulting from renter’s activity. District #155 shall not be responsible for any damage whatsoever to renter’s property. **Appropriate gym shoes must be worn in the gymnasium at all times.**
20. The renter must provide a certificate of insurance, naming “Community High School District #155, the Board of Education of District #155, its employees and agents” as additional insured. There must be a minimum of \$3,000,000 per occurrence liability coverage by your organization (or the organization that sponsors your group) for **active use** of the facility. There must be a minimum \$1,000,000 per occurrence liability coverage policy by your organization (or the organization that sponsors your group) for **passive use** of the facility. Failure to provide the certificate of insurance as stated above will result in cancellation of the rental.
21. The renter shall indemnify, hold harmless, and at the School District’s option, defend the School District from any and all claims against, and losses incurred by the School District arising out of our renter’s use of facilities under this agreement. Renter waives and promises not to bring any claims against the School District arising out of the renter’s use of the facilities, except for a breach of the agreement. As used in this paragraph: (1) the

term "School District includes the Board of Education and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any administrative or judicial proceeding brought against the School District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death or school property damage; and (3) the term "loss" includes any month expended by the School District as a result of a claim, including the School District's reasonable attorney fees incurred in response to a claim.

22. Invoices will be mailed monthly, and payment is due in 30 days. A Second Notice will include a \$25 late fee. After no response to a Second Notice, the debt will be transferred to a collection agency and any open rentals will be cancelled and no future requests will be processed for the renter until all delinquent invoices and fees have been paid.
23. If renters violate any terms of the rental agreement, District #155 may terminate the use of facilities immediately, and future rental requests may be denied.

BUILDING RENTAL FEES
ALL FEES ARE PER HOUR (2 HOUR MINIMUM ON ALL RENTALS)

	<u>IN DISTRICT</u>	<u>OUT OF DISTRICT</u>
Auditorium	\$50	\$100
Auxiliary Auditorium	\$35	\$70
Lecture Room	\$35	\$70
Foyer (or Pit Area at South)	\$35	\$70
Contest Gym	\$100	\$250
Auxiliary Gym	\$60	\$90
Wrestling Balcony	\$20	\$50
Cafeteria	\$30	\$80
Classroom	\$15	\$25
Library	\$30	\$50
Music/Chorus Room	\$30	\$60
Air Conditioned Classroom	\$20	\$30
Air Conditioned Auditorium	\$75	\$125
Practice Football Field	\$25	\$45
Outdoor Track	\$25	\$45
Baseball Fields: Varsity	\$75 per game	\$125 per game
Sophomore, Freshman	\$25 per game	\$45 per game
Softball Fields: Varsity	\$75 per game	\$125 per game
JV, #3, Little League	\$25 per game	\$45 per game
Tennis Courts	\$25	\$45
Practice Area	\$25	\$45
Stage Lighting/Sound System	\$25	\$45
Lighting/Sound Technician (student help)	\$15	\$15
<i>Additional Fees (flat rate):</i>		
Overhead Projector	\$25	
Piano Use	\$75	
Scoreboard	\$75	
Bleachers	\$75	
	(set up & take down)	
Tables and Chairs	\$50-\$75	
	(depending on request)	

Community High School District #155
 One South Virginia Road
 Crystal Lake, IL 60014

FACILITY RENTAL APPLICATION

School Requested (circle one): *Crystal Lake Central* *Crystal Lake South* *Cary-Grove* *Prairie Ridge*

Name and Address of Organization _____

Contact Person _____ Daytime Phone _____ Evening Phone _____ E-Mail _____

EVENT: _____

EVENT IS: *ACTIVE* *PASSIVE* EXPECTED NUMBER OF PARTICIPANTS: _____

DATE(S) OF EVENT (*list each date separately or attach schedule for multiple dates*):

<u>Date</u>	<u>Time to Enter Bldg.</u>	<u>Time to Exit Bldg.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Space(s) Requested:

- _____ *Auditorium*
- _____ *Classroom(s) # _____*
- _____ *Main Gym*
- _____ *Auxiliary Gym*
- _____ *Wrestling Balcony*
- _____ *Cafeteria*
- _____ *Library*
- _____ *Music/Chorus Room*
- _____ *Outdoor Track*
- _____ _____
- _____ _____

Equipment & Services:

- _____ *Overhead Projector*
- _____ *A/V Technician*
- _____ *Stage Lighting*
- _____ *Piano*
- _____ *Scoreboard*
- _____ *Sound System*
- _____ *Bleachers*
- _____ *Tables: # _____*
- _____ *Chairs: # _____*
- _____ _____
- _____ _____

Custodial fees of \$35/hour will be added to all facility rentals.

I/We hereby request use of the above described facilities for said event(s) or purposes on the date(s) listed and during hours noted, in accordance with the rules and regulations established by the District #155 Board of Education which shall be considered a part of this application; and agree to pay as rental for said facilities the charges established by the Board of Education; and as further consideration for such, I/we hereby agree to indemnify and hold harmless the Board of Education of Community High School District #155 from and against all loss, damage, liability, charges, claims, demands and actions of any kind whatsoever, directly or indirectly arising out of, or in connection with, the said use of school facilities, which may hereafter at any time be made or instituted against, or suffered by, said Board of Education. Community High School District #155 requires a \$3,000,000 per occurrence liability coverage policy by your organization, or the organization that sponsors your group, for **active** use of the facility(ies). Community High School District #155 requires a \$1,000,000 per occurrence liability coverage policy by your organization, or the organization that sponsors your group, for **passive** use of the facility(ies).

A Certificate of Insurance, naming Community High School District #155, the Board of Education of District #155, its employees and agents as additional insured, must be submitted with this application.

Signature of Renter _____

Date _____

Approved (Building Administrator) _____