



2008-09 Facility Rental Fees

The Board of Education has approved the following fees:

(Must be rented in 2 hour blocks)

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
Football Field (2 hrs)	None	\$268	\$320
High School Gym (2 hrs)	None	\$32	\$54
Fieldhouse (2 hrs)	None	\$107	\$214
Middle School Gym (2 hrs)	None	\$27	\$43
Middle School Stage (2 hrs)	None	\$37	\$54
Elementary School Gym (2 hrs)	None	\$22	\$32
Cafetorium (2 hrs)	None	\$43	\$64
Multi-purpose Room (2 hrs)	None	\$22	\$54
Cafeteria (2 hrs)	None	\$22	\$32
Classroom (2 hrs)	None	\$11	\$17
Practice Fields, Tennis Courts, Track (2 hrs)	None	\$32	\$64
Any L.M.C. or computer lab (2 hrs)	None	\$54	\$81
Auditorium (2 hrs)	None	\$36	\$52

On non-school attendance days, the following will also apply.

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
Custodian (4 hour minimum)	\$27/hr	\$32/hr	\$32/hr
Security (2 hour minimum-HS only)	\$27/hr	\$32/hr	\$32/hr

APPLICATION FOR USAGE OF C.U.S.D. #95 BUILDING & GROUNDS FACILITIES

**The Business Office requires receipt of the application a minimum of two weeks prior to the event. A minimum of 48 hours notice is required for cancellation of an event. This application is for any facility listed below. A separate application is needed for the Performing Arts Center. Send application to requested facility for approval.*

PLEASE PRINT

Name of Organization _____ Date of Application _____

Name of Person Responsible _____ Phone # _____

Bill to Name (if different than above) _____ Phone # _____

Bill To Address _____ Email Address: _____
Street City Zip Code

Activity for which facility is to be used _____

Maximum attendance figure _____ Supervision Ratio Expectancy _____

Event Date _____ Event Start Time _____ Event End Time _____
(use 2nd page for multiple dates)

SCHOOL BUILDING/GROUNDS REQUESTED (Please check)

____ High School ____ Middle School North ____ Middle School South ____ Charles Quentin Elem.
____ Isaac Fox Elem. ____ Sarah Adams Elem. ____ May Whitney Elem. ____ Seth Paine Elem.
____ Spencer Loomis Elem.

AREA REQUESTED (Please check or circle)

____ Gymnasium (Main or Tonelli) ____ High School Track ____ Auditorium ____ Classroom
____ Fieldhouse ____ Tennis Courts ____ Stage ____ Mult-purpose Room
____ Football Field (Stadium) ____ Library ____ Cafeteria ____ LMC/Computer Lab
____ Practice Fields (Varsity Softball, Varsity Baseball, North Fields) ____ Other _____

Any Additional Needs (for example: tables, chairs, set-up, sound system needs, etc.)

SEE SPECIAL REQUESTS FORM

Terms and Conditions of Facility Rental:

MANDATORY INSURANCE REQUIREMENTS:

Certificate of Insurance must show:

- "Community Unit School District #95 Named as additional insured, and as certificate holder, as their interest may appear"
- Current coverage of \$1,000,000 in General Liability held by the group/organization requesting facility usage with Community Unit School District #95

Insurance Certificate Is Included (*Application will not be accepted without certificate*)

I have received a copy of the Rules Governing the Use of School Facilities and will abide by such rules as set forth by the Board of Education of Community Unit School District #95, 400 S Old Rand Road, Lake Zurich, IL 60047.

By signing this application, I agree that Community Unit School District #95 will be held harmless and I waive any liability claims against CUSD 95 in agreement with the Hold Harmless paragraph set forth in the Rules Governing the Use of School Facilities. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may occur.

Applicant's Signature: _____ Date: _____

Principal Signature: _____ Date: _____

BUSINESS OFFICE USE ONLY

Approved Denied

Asst Supt for Business: _____ Date: _____

Estimated Cost: (not an invoice) _____ CLASS I _____ CLASS II _____ CLASS III _____

**Community Unit School District 95
Facility Rental
Special Requests**

ESTIMATED NUMBER OF PEOPLE ATTENDING: _____

SET-UP TIME CHARGE MUST ALSO BE APPLIED FOR:

- EARLY ARRIVAL FOR SET-UP, BEFORE START TIME STATED ON APPLICATION
 - CLEAN UP/TAKE DOWN AFTER END TIME STATED ON APPLICATION
-

FURNITURE REQUEST

Tables: Yes _____ No _____

Quantity Requested: 8ft. _____ 6ft. _____

Chairs: Yes _____ No _____ Quantity Requested _____

Trash cans: Yes _____ No _____ Quantity Requested _____

MISC. REQUESTS

***APPLICANT WILL ASSUME ALL CHARGES FOR RENTED ITEMS OVER IN
HOUSE INVENTORY**

Other Requests:



Phone 847-438-2831

ADMINISTRATIVE CENTER
400 S. Old Rand Road
Lake Zurich, Illinois 60047-2459

Fax 847-438-6702

Applicant Copy

RULES GOVERNING THE USE OF SCHOOL FACILITIES

1. Applications for facility rentals must be submitted to the school office a minimum of two weeks prior to date of intended use. All applications must be complete and provide a certificate of insurance providing liability coverage for the organization naming Community Unit School District 95 as the certificate holder. The proposed amounts not less than the following:
 - A. Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000.
2. An estimated fee will be provided at the time of application approval and sent to address provided on the application. The final cost will be determined after the event and sent by invoice to billing contact on application.
3. Errors discovered on the application including cost estimates and all outstanding issues need to be resolved prior to use of the facility.
4. The maintenance and custodial cost estimates are included in the weekday rate. Weekend rates will apply for rental time between Saturdays 6am until Monday 6am.
5. Payment is due in full to the District within 30 days of invoice. Checks should be made payable to Community Unit School District 95 with invoice number included on the check. Fees not paid within 30 days of invoice will preclude any future rental use in District 95 and will be assessed a 1.5% per month charge.
6. Any organization that has a past due account will not have dates held until payments are made.
7. Cancellations must be made 48 hours prior to the last business day (Monday-Friday) prior to the date the facility is to be used. If the renter cancels the event after the 48 hour time period, 1/3 of estimated fee will be assessed.
8. Due to the cost to the District, facility rentals will not be permitted on Sundays or holidays unless approved by the Superintendent or designee. During the summers, facilities will not be open on Fridays for rental.
9. Use of school facilities during school hours and on non-school days must end by 10pm.
10. In the event there is additional equipment needed, the costs of additional equipment, delivery, set up, take down and pick up will be included on the invoice.
11. Custodial charges, and security charges (high school only), will apply to non-school attendance days. If the district incurs an additional charge for custodial services (school days and non-school attendance days) they will reserve the right to charge the additional amount to the renter.

28. Per the maintenance contract with Aramark Facilities Management, a custodian **must** be in the facility at all times when open. Custodial fees cover that contractual necessity. Therefore; custodians are not contracted with the renter. They will not be responsible for attending or working the event, only to set up as requested on the application and to clean after the event to prepare for school.
29. **Rental may be canceled in the event that an emergency day is declared.**
30. The Board of Education, Superintendent (or designee), or the Principal may cancel an event at any time if deemed necessary. The use of facilities shall not interfere with scheduled school activities or be held at a time to compete with school events.
31. All organizations and participants are expected to follow District 95's code of conduct.
32. All rentals of District 95 facilities will be in accordance with all laws and will not discriminate against anyone regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, physical or mental handicap, and any other legally protected categories.
33. Final billings depend on actual time and labor, rather than on estimates made at the time of application. District 95 will determine the level of technical/custodial billed.

ADDITIONAL RULES GOVERNING THE USE OF
LZHS PERFORMING ARTS CENTER

1. Student technicians and technical directors **ARE NOT** included in the rental price. Technical director will be a minimum of \$37.00 per hour and a student technician fee of \$14.00 per hour per student. All hours are rounded off to the nearest half hour.
2. Heating and air conditioning are an additional cost on weekends.
3. Rental charges will be rounded to the nearest half hour.
4. Rental Day/Week rates are available on a per group basis
5. School sponsored activities take precedence over any outside event.
6. At times there is the need for additional adult supervision, chaperones, security, or police. All additional expenses are the responsibility of the renter. These additional requirements are at the discretion of the PAC Technical Director.
7. Only that part of the building for which the request has been made shall be used. Special permission must be obtained to use any other space. A special space request should be made at the time of the request walk through.
8. Food and beverages are prohibited in the performing arts center theatre at all times. It is the responsibility of the renter to monitor this policy.
9. Final billings depend on actual time and labor, rather than on estimates made at time of application. District 95 will determine the level of technical/custodial billed.