

ADMINISTRATIVE PROCEDURES

Rental of Facilities

SECTION A: PHILOSOPHY

It is recognized that since the Charleston Community Unit Schools' facilities have been built by the community the School District serves, they should be available to reputable community organizations for the furtherance of wholesome community enterprises when such use does not interfere with normal school operations.

It is the Board's intention to grant the use of school facilities under the Superintendent's direction in accordance with this policy.

SECTION B: SPONSORS MUST BE LOCAL

All applications for the use of any school facility shall originate with responsible organizations or employees located within the School District. A reliable adult, 21 years 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 Board of Education consent at the time of approval.

*Exception must be Board approved prior to rental.

SECTION C: USE OF EQUIPMENT

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.

1. No school facilities shall be used, except for regular school purposes, unless such use has been approved by the Principal of the school or his authorized representative and a request on a Facility Use Contract form for same is duly issued.
2. 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 Charleston Community Unit Schools. Such blank forms may be secured from the school building to be rented or the Board office. Action upon applications submitted before the beginning of the school year may be postponed until October 1 to allow school organizations to complete their calendar of events.
3. Facility Use Contract forms for the use of school premises shall be submitted and must contain a statement of nature of the event proposed to be held. The contract must also contain the agreement of the applying organization that said organization will hold the Board of Education harmless from any and all claims of every nature whatsoever arising out of the use and occupancy of the school premises in connection with the event proposed to be held. The applicants must further recognize that the Superintendent and/or the Board of Education reserve the right to revoke at any time any permit granted under such appreciation for reasons deemed to be in the best interests of the School District, and without the assumption thereby of any liability because of such revocation.
4. All applications shall state the facilities desired, the nature, the date, the hour of the activity (including set-up and clean-up time), and the name of the individual or individuals who will represent the organization at the time of the activity. A description of the program, estimated attendance, and whether admission shall be free or by charge shall also be on the application. In addition, each application shall state the purpose for which the proceeds of the activity will be used and shall be signed by an authorized representative of the group or organization.
5. Applications for the use of school buildings and grounds must be returned to the principal of the building to be rented for scheduling.
6. Rentals under Class II, III, or IV will require a deposit of the total rental charge.

Deposits will be returned if the rental is cancelled provided the cancellation is received by the Superintendent and at least forty-eight (48) hours prior to the scheduled event.

SECTION F: SPECIAL REQUIREMENTS

1. The use of any materials on floors or other parts of the building without specific approval of the custodian on duty is strictly prohibited.
2. Any decorations shall be erected in a manner that will not be destructive of school property, and such erection shall be approved by the custodian on duty. All decorations shall be removed from the building prior to 7:30 a.m. on the next school day after the building has been used.
3. Smoking in a school building, or on school grounds, is strictly prohibited.
4. Alcoholic beverages or liquors shall not be permitted on school property.
5. The permit holder must advise the school authorities as a part of the application regarding the seating and any other facilities required. some arrangements may require additional charges.
6. Buildings will be opened and closed at the time requested on the application. Charges for custodial supervision will begin and end at these times unless additional set-up/clean-up time is required.
7. When a school serving line/kitchen/concession stand is used, a Food Service Department employee(s) must be present **for supervision only** and charges will be made according to the rental rates.
8. Inaccurate or untruthful statements made in application, or violations of regulations, may place the responsible persons or organizations or both on an ineligible list and will be referred to the Board of Education, which will determine whether disbarment shall be temporary or permanent.
9. The applicant must agree to be responsible for the payment of any rental charges, the salaries of required school employees, the preservation of order and the liability for any damage to or loss of property.
10. Non-school organizations or individuals using the school facilities shall have liability insurance to cover the specific event and must deposit a certificate of insurance in the Principal's office prior to the final approval of the application. **Groups or individuals are required to provide a "Certificate of Insurance" listing the Charleston Community Unit School District as an "Additional Insured" with a minimum combined single limit for property damage and bodily injury of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage.**

THE BOARD RESERVES THE RIGHT TO REQUIRE HIGHER COVERAGE

11. The district reserves the right to determine which equipment can be used by the public and which requires district supervision to operate. Extra charges sufficient to cover the costs of services for district supervision shall be made.
12. The building principal and/or person designated by the Superintendent of Schools, reserves the right to determine the number of operational personnel required for approved activities. This shall be a part of the cost to the user.

SECTION F: RENTAL CHARGE CLASSIFICATIONS**CLASS 1: RENT FREE BASIS****1. Student and School Activities**

- a. **Student Attendance Days:** On days that school is in session, athletic team practice and extracurricular activities may be scheduled only when a custodian or authorized representative is present.
- b. **Non-Student Attendance Days:** Usage may be scheduled as arranged by the Director of Athletic/Activities and/or Principal.
- c. **Interscholastic Events:** All scheduled interscholastic events which are a part of the regular school program may use school facilities.
- d. **Banquets:** Retirements, awards, athletic and other banquets which are a part of the regular school program may be scheduled according to District policy.
- e. **Meetings:** Board of Education, faculty, staff, departmental, and other meetings which are a part of the regular school program may be scheduled according to District guidelines.

2. School Support Functions

- a. **Parent/Teacher Organizations/Booster Groups:** Parent/teacher organizations may have the use of facilities for such meetings and programs that are open to the public and without charge for admission. These groups must adhere to District policy. Fund-raising events to support school programs and activities may use school facilities at no charge.
- b. **Citizens Advisory Committee:** Organized citizens committees whose charter has been approved by the Board of Education may conduct meetings in assigned facilities.

Note: Functions under Class I, Section 2, will be charged if custodial overtime for supervision and clean-up is required.

If a kitchen is used cafeteria employee(s) must be present, and the user will be charged for supervision and clean-up.

3. Employee use of facilities during non-school hours must be approved in advance by the building principal to ensure availability.

CLASS II: MINIMUM RENTAL RATE

1. **Community Groups:** Community groups or organizations with non-profit status, e.g. religious, charitable, philanthropic, non-personal purposes may use school facilities for activities.
2. **Youth Organizations and Activities:** Organized, non-profit, youth activities such as character-building, personal enrichment, business experience, music lessons, athletic camps, etc., which are not funded or administered by the Charleston Community Unit Schools.

Note: Functions under Class II, will be charged if custodial overtime for supervision and clean-up is required.

If a kitchen is used cafeteria employee(s) must be present, and the user will be charged for supervision and clean-up.

CLASS III: PARTIAL RENTAL RATES

1. School facilities used by groups for profit and where such profit is used by the group for the advancement of the group. (Some admission activity may qualify for this rate if 25% of the proceeds goes to the Charleston Community Unit Schools).

Note: Functions under Class III, will be charged if custodial overtime for supervision and clean-up is required.

If a kitchen is used cafeteria employee(s) must be present, and the user will be charged for supervision and clean-up.

CLASS IV: FULL RENTAL RATES

1. School facilities used by a commercial organization for profit or to conduct that organization's business.

Note: All facility usage outside the school day (7:00 a.m. to 3:30 p.m.) must be scheduled, approved and notification given to the operations and services department at least 48 hours in advance.

EDUCATIONAL AGENCIES

The Superintendent shall approve all requests from educational agencies associated with Charleston Community Unit School District No. 1 requesting the use of school facilities for conducting meetings (such as workshops, inservices sessions, and regional/state meetings) when classification (I, II, III, or IV) for each event requested under this classification.

GOVERNMENTAL AGENCIES

The Superintendent shall approve all requests from educational agencies associated with Charleston Community Unit School District No. 1 requesting the use of school facilities for conducting meetings (such as workshops, inservices sessions, and regional/state meetings) when classification (I, II, III, or IV) for each event requested under this classification.

SECTION G: CONDITIONS AND CHARGES

1. Rental charges will be made to applicants in Classifications II, III, and IV. In all classifications (I, II, III, and IV), custodial employees shall be required and paid for as directed by the Principal in consultation with the Manager of Operations and Services. There may be a minimum of one custodian on duty at each event and at least one food service employee when the kitchen is opened. Adequate police protection shall also be provided as determined by building principal. The cost of the food service and custodial personnel shall be provided on a per-hour basis. Police protection shall be arranged and all costs shall be borne by the organization using the facilities. Verification of these arrangements shall be provided at the time of final approval.
2. All payments for rentals or costs pertaining thereto are to be made in advance of the planned use (checks made payable to Charleston Community Unit School District No. 1).
3. The Board of Education reserves the right to waive or to change, in any manner it deems necessary, any of the foregoing rules and regulations or charges pertaining to the rental of school property.
4. The Superintendent and/or the Board of Education reserves the right to revoke at any time, any application for reasons which it deems to be in the best interest of the School District and without assuming any liability for such revocation.

**Note: Functions under Class IV, will be charged if custodial overtime for supervision and clean-up is required.
If a kitchen is used cafeteria employee(s) must be present, and the user will be charged for supervision and clean-up.**

SCHEDULE OF RENTAL CHARGES

Facility	<u>First Two Hours (Minimum)</u>			<u>Each Additional Hour</u>		
	Class II	Class III	Class IV	Class II	Class III	Class IV
<u>Ashmore/Lerna/Mark Twain Schools</u>						
Multi-Purpose Room			\$100			\$20
Classrooms			\$100			\$20
Kitchen*			\$100			\$20
<u>Carl Sandburg/Jefferson Schools</u>						
Multi-Purpose Room			\$100			\$20
Gym			\$130			\$20
Classrooms			\$100			\$20
Kitchen *			\$100			\$20
<u>Charleston Middle/High Schools</u>						
Auditorium			\$200			\$50
Main Gym			\$200			\$50
New Gym			\$200			\$50
Locker Room			\$ 75			\$30
Media Center			\$100			\$20
Classrooms			\$100			\$20
Cafeteria			\$100			\$20
Kitchen *			\$100			\$20
<u>Stadium</u>				<u>Hourly Rate</u>		
Use of field or track, seating, ticket booth, rest rooms, and parking area				\$100		
Additional for field and stadium lighting				\$ 50		
Additional for press box				\$ 30		
Additional for P.A. system				\$ 30		
Additional for scoreboard				\$ 60		
Additional for concession stand (no rental of this facility during football season)				\$ 30		
<u>Miscellaneous</u>						
Classroom			\$ 30			\$ 15

Chair set-up is \$25 for first 200 chairs and \$10 for each additional 100 chairs.

If a custodian is not on regular duty, an overtime rate will be charged. Sunday and Holiday use of buildings is not encouraged. If extenuating circumstances warrant their rental, an overtime rate for custodial services will be charged and rental rates will be doubled.

* A kitchen employee must be present at all times, and an additional fee will be charged.

ADOPTED: September 16, 2009