

Harvard Community Unit School District #50

Facility Rental Contract

GROUP: \_\_\_\_\_ EVENT: \_\_\_\_\_

BUILDING/ROOMS: \_\_\_\_\_ DATE(S): \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

# of ATTENDEES\*: \_\_\_\_\_ \*The District requires 1 custodian/100 attendees

EVENT DETAILS/PURPOSE OF  
USE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SET-UP  
REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTODIAL SERVICES REQUESTED

WILL FOOD BE SERVED- YES NO

# OF TABLES:

# OF CHAIRS:

STAGE/RISERS ( )

MEDIA SERVICES REQUESTED

PODIUM ( ) MICROPHONE ( )

SCREEN ( ) WI-FI ( )

PROJECTOR ( ) OTHER ( )

**BILLING INFORMATION**

ATHLETIC SERVICES REQUESTED

BLEACHERS ( ) SCOREBOARD ( )

OTHER ( ) BASKETBALL HOOPS ( )

**\*Only District 50 personnel are to operate hoops and/or bleachers.**

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON/PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

*I, the undersigned, hereby certify that I am the appointed representative of the organization requesting the use of the facilities. I hereby expressly agree, individually and on behalf of said organization (and those granted access to the property or facility thereby), to indemnify, defend, and forever hold harmless Harvard Community School District #50, its officers, Board Members, and employees, individually and collectively, as to any claim which may arise out of the use of the District facilities as herein provided. Furthermore, I agree individually and on behalf of said organization to assume responsibility for damage, loss, or injury arising from this use, as well as for any financial obligations for facility rental and/or services required by the District. In addition, I agree to abide strictly by the terms and conditions governing use of the District facilities. In addition, the requesting organization or party agrees to comply with all laws pertaining to AED's during its use of the District's facilities and agrees to indemnify and hold harmless the District and its board members, agents, officers, employees, volunteers, successors, and assigns from and against any and all claims, related to loss of life, personal injury, damage to property, and/or loss in connection with use of an AED during the organization/party's use of the District facilities or the organization/party's failure to comply with the District's medical emergency plan, policies, or any applicable law. The requesting organization or party must carry combined property and bodily injury liability with limits of at least \$1,000,000.00 with a carrier acceptable to the District, specifically insuring property and bodily injuries and the foregoing indemnification obligation and naming the District and its Board Members, agents, officers, employees, volunteers, successor, and assigns as additional insureds. **No activity can take place by any requesting organization or party until the request forms and the proof of insurance have been submitted and approved.***

\_\_\_\_\_  
Signature-Organization Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Facilities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Facility Rental Coordinator

\_\_\_\_\_  
Date

**RENTAL PROCEDURES/CONDITIONS**

1. A \$50.00 deposit is required two (2) weeks prior to the event.
2. Outside group use shall not conflict with or disturb any scheduled school activity. School events shall supercede any outside events.
3. Application for the use of facilities must be submitted at least two (2) weeks prior to date of use.
4. Sponsoring organizations will provide sufficient and competent adult supervision.
5. Organization contact person must be on-site for the duration of the event. The contact person must be present before access and/or entry to the facilities is allowed, must not leave the facilities until all attendees and/or participants have left, and is responsible for all conditions related to the usage.
6. No facility use can occur outside of the approved areas on the application. A custodian will be on-site during the event, but will have no authority to authorize or allow any use not designated on the application, or extend the timeframe of the event.
7. Use of materials on floors, walls, or other parts of the building is prohibited without specific approval of the Facility Rental Coordinator.
8. Decorations must be fireproof and will be erected in a manner that will not be destructive of school property. Fire and safety regulations, including, but not limited to, OSHA, NFPA, IDPH, and OSFM, will be followed at all times and decorations must meet the approval of the Facility Rental Coordinator and Director of Facilities.
9. No school equipment, including, but not limited to: projectors, televisions, computers, printers, sports equipment, or musical equipment may be used without the authorization of the Facility Rental Coordinator.
10. Seating arrangements and/or specific set-up requests must be communicated on the application. The on-site custodian is not authorized to make major changes to the agreed-upon set-up. If major set-up changes are requested, additional charges may result, as said changes will keep the custodian from taking care of primary responsibilities.
11. Applicants will supply any special supervision needed, police protection, parking supervision, etc. as determined by the Board of Education and/or Facility Rental Coordinator.
12. Authorization for use is non-transferable. If a key card is issued, it must stay in the possession of the authorized user only.
13. Use of the restrooms should be monitored by adults at all times and used appropriately.
14. All children must be supervised by an adult at all times.
15. All groups are responsible for damages created during the time of facility use. The person in charge shall immediately report any and all damages to the on-site District representative. Damage determination will be made by the Facility Rental Coordinator and/or Facilities Director. If damage occurs, renting organization is liable for any/all repairs/replacement.

16. A current and valid Certificate of Insurance must be submitted and received by the District prior to the event.
17. If food will be prepared, served, and/or sold, a current and valid food permit from the McHenry County Health Department must be submitted.
18. The applicant is responsible for observance of all application policies, national and state laws, local ordinances, and police and fire department rules regarding public assemblies.
19. Harvard CUSD #50 can, at any time, deny or refuse to approve any application or cancel, without liability any use application or agreement if, in the judgment of the Board, said use presents or may present a clear and present danger to persons or property, or may be in violation of, or contrary to application of federal, state, or local laws ordinance.
20. Harvard CUSD #50 reserves the right to cancel, postpone, reschedule, or relocate an event due to extenuating circumstances by, but not limited to, weather, emergencies, or any unforeseen event.
21. The renting group must agree to follow the District's *Plan for Responding to a Medical emergency at an Indoor Physical Fitness Facility, 4:170-AP6*. The District will not supply individuals to act as emergency responders.
22. The renting group must designate one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR and AED users. They must give a copy of the District's plan for responding to medical emergencies to each designated emergency responder. They must require that 911 be called for medical emergencies and whenever an AED is used. They must insure that the emergency responder knows the location of first aid equipment and any AED. They must insure that only trained AED users operate said AED's, unless the circumstances do not allow time for a trained AED user to arrive. They must arrange for at least one emergency responder to have a tour of the facility before the activity. They must insure, that, if an AED is used, all appropriate forms are completed. (4:170E-6, *Automatic External Defibrillator Incident Report*).

#### **RESTRICTIONS**

1. Activities that may be injurious to the building, grounds, or equipment are prohibited.
2. Activities for private, personal or commercial gain, including raffles, lotteries, gambling, or other games of chance are prohibited. This includes fundraising campaigns, except as permitted by the Facility Rental Coordinator and Director of Facilities.
3. Alcohol and tobacco use is prohibited inside any part of school buildings, in parking lots, and any other areas designated as school property.
4. Food and drink are only to be served/consumed in the cafeteria.
5. Some events may require food to be warmed. If this is the case, the renting group is expected to only use electrical outlets that are suitable for that appliance's use.
6. Any violation of the facility rental contract may result in prevention of subsequent use of school facilities.

Fee Structure for Groups/Organizations/Individuals

## DISTRICT 50 BUILDING USE FEES

### Fee system for Groups/Organizations/Individuals

Each group/organization/individual applying to use facility space will be assigned a “Tier” for purposes of assessing fees. Rental charges may be waived/reduced if the event is for the direct benefit of the School District or school related group. Rental and/or employee cost may only be waived by inter-governmental agreement or by the Superintendent if unusual circumstances merit such consideration.

**Tier 1:** School Sponsored Groups: Any group organized within the School District such as, but not limited to: curricular and co-curricular student and staff groups, PTO, Booster Club, etc.

**Tier 2A& B:** Youth Orientated/Community Groups – Non-profit: Harvard based feeder groups, Tax supported organizations with a relation to the district, charitable organizations. Tier 2B are those groups who service Harvard students but charge for their services/entrance.

**Tier 3:** Neighboring Community Youth and Adult Sponsored Groups – Profit/ Non-Profit: Groups outside District 50 boundaries providing a community service (non-profit agencies, religious, service organizations, recreation groups, social groups). If 75% of a tier 3 group is comprised of Harvard students/adults, tier 2 fees will apply.

**Tier 4:** Profit/Commercial Groups: Any profit making groups, restricted membership organization or any group that will be charging a fee for entrance or event.

Charge for Employee Time: Tier 1 & 2 will not be charged for onsite supervision/custodial unless event takes place beyond regular custodial working hours. Tier 3 & 4 must have an appropriate district employee (supervisor) in attendance during all activities plus opening, clean-up and closing of building. Two hour minimum applies for all supervised events.

On-site Supervisor/Custodial .....\$30/hour on Saturday, \$40/hour on Sunday or holiday

*All time devoted to the event by school district employees must be paid by the user. This includes clean up during or after the event to return the facility to original condition.*

*A deposit of \$50 will be required for all Tiers except for Tier 1.*

<u>Rental Fees for Facility Use (Per Hour)</u>	<u>Tier 1 &amp; 2A</u>	<u>Tier 2B</u>	<u>Tier 3</u>	<u>Tier 4</u>
Classrooms	NC	\$5	\$15	\$75
Computer Lab	NC	\$10	\$30	\$120
Main Gym (Crosby & High School)	NC	\$15	\$30	\$100
North High School Gym & Stage	NC	\$10	\$25	\$80
Gym (Jefferson & Jr. High, Washington)	NC	\$10	\$25	\$80
Cafeteria	NC	\$15	\$25	\$75
Cafeteria + Kitchen	NC	\$30	\$50	\$150
Athletic Field	NC	\$10	\$25	\$75
Athletic Field w/lights	NC	\$30	\$50	\$150
Chairs	NC	NC	\$1/ea	\$1/ea
Tables	NC	NC	\$2/ea	\$2/ea
Parking-Lot (per day)	NC	\$10	\$25	\$35
w/electricity add \$10 (per day)				
w/water add \$10 (per day)				