



LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT



Phone: 847-438-2831

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

Fax: 847-438-6702

Community Members/Renters, attached is a listing of the facility rental fees that will be effective July 1, 2010. Please note, if you are a not for profit, we will need proof of your organizations status for you to qualify for Class II rental rates. If you have any questions or concerns, please give us a call at 847-438-2831.

Sincerely,

Jeffrey King
Assistant Superintendent of
Finance & Operations



2010-2011 Facility Rental Fees

Facility Charges (Must be rented in 2 hour blocks)

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
High School Stadium Field (2 hrs)	None	\$270	\$540
High School Gym* (2 hrs)	None	\$50	\$100
High School Practice Fields, JV Baseball/Softball fields, Soccer Field – not the stadium (2 hrs)	None	\$50	\$100
High School Field House* (2 hrs)	None	\$125	\$250
Middle School Gym* (2 hrs)	None	\$35	\$70
High School Cafetorium (2 hrs)	None	\$45	\$90
High School Tennis Courts, Track, (2 hrs)	None	\$35	\$70
High School Varsity Baseball/Softball Field (2 hrs)	None	\$75	\$150
High School Auditorium (2 hrs)	None	\$150	\$300
Middle School Stage (2 hrs)	None	\$50	\$100
Middle School Multi-Purpose Room (2 hrs)	None	\$30	\$60
Middle School North Baseball Field (2 hrs)	None	\$35	\$70
Elementary School Gym (2 hrs)	None	\$30	\$60
Elementary School Cafeteria (2 hrs)	None	\$30	\$60
Classroom (2 hrs)	None	\$15	\$30
Any Library or Computer Lab (2 hrs)	None	\$55	\$110

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

Custodian (4 hour minimum)	\$34/hr	\$34/hr	\$34/hr
Custodian (Sunday 4 hour minimum)	\$44/hr	\$44/hr	\$44/hr
Security (2 hour minimum-HS only)**	\$18/hr	\$18/hr	\$18/hr
Security (Sunday 2 hour minimum – HS only)	\$26/hr	\$26/hr	\$18/hr

*If the rental is for a non-athletic event where street shoes, tables and/or chairs are necessary to be used on a wood or rubber athletic surface, masonite must be placed over the floor to protect it. The Business Office will calculate the cost based on the size of the area needed.

If the event is on a non-school attendance day and the District has to expend overtime to clear snow and/or salt the parking facilities for the renter we will charge the renter an additional \$44.00.

Community Unit School District 95
Rental Classifications and Rates

Class I - School Affiliated Organizations

- All approved student organizations of District 95; fine arts, athletics, alumni association, etc.
- District 95 event

Class II - Community Groups (non-profit)/Other Taxing Organizations (must provide proof of not for profit status in order to receive Class II rates)

- Tax supported bodies within District 95; public schools, park district, villages, police or fire departments, etc...and their affiliated organizations where no admission is charged and the usage does not have fundraising as an objective.
- Non-profit community groups within District 95; boy/girl scouts, woman's club, youth athletic organizations, exchange club, etc...which are supported by voluntary contributions of the people whose purposes, in some degree, parallel those of the school's when they do not charge admission/fees or have fundraising as an objective.
- Organizations that provide services to District 95 employees. This will only apply if the meeting or event is contiguous to an attendance day of students and ends by 5:00 p.m. (classroom space only) and does not require any set-up or clean up.

Class III - Non-Profit Groups Outside District 95 Engaged in Fundraising and For-Profit Organizations

Outside the District

- Non-Profit Community groups within District 95 when their use of the facilities includes admission/fees or had fundraising as an objective
- Non-Profit groups outside District 95 who seek to use the facilities for religious, charitable, philanthropic, civic, or non-commercial, non-personal uses that do not entail admission/fees or have fundraising as an objective.
- Non-Profit groups outside District 95 when their use of the facilities includes admission/fees or has fundraising as an objective
- Non-Profit community groups within District 95 (Boy Scouts, Girl Scouts, Little League, etc) that are supported by voluntary contributions of the people whose purposes, in some degree, parallel those of the school's when they have fundraising as an objective.
- Tax supported bodies within District 95 where their use of facilities includes admission/fees to an event and/or uses the facilities for fundraising activities.
- For-Profit organizations when their use of the facilities does not include admission/fees nor has fundraising as an objective.
- Groups for profit

All Groups: It is the renter's responsibility to provide an AED and a trained person to operate it for all outdoor athletic rentals. Also, it is critical that we have an emergency cell phone contact of someone who will be at the event during the rental.



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.

12. Organizations using the building and facilities shall be supervised by one adult per 15 youth, under the age of 16, to assure proper care and use of school property. Organizations must provide traffic control/police protection from the local governing authority at their own cost for any event with 500 or more people attending. The District may bill any organization at a higher rate for failure to provide traffic control/police protection when needed. The organization shall provide adequate supervision and use only the portion of the facility they have been approved to utilize.
13. Renter assumes any and all financial responsibility for that part of the school or contents utilized. Items that are damaged by program participants will be replaced or repaired to a District 95 representative approval. Anything damaged or stolen must be reported to District 95 personnel as soon as possible. A police report will be filed with the LZPD for any items presumed stolen.
14. Applicants assume liability for damage or loss of property that may occur. The applicants will hold the Board harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and by attendance at the function. In the event of damage, the applicant will be expected to immediately report any damage to school officials. The will be responsible to pay for damage caused through accidental/intentional negligence or violation of any rules or policies of the Board of Education.
15. District 95 will not be responsible for lost, stolen or damaged property upon school premises.
16. No alcoholic beverages of any type may be served or consumed on school property or in school buildings. Smoking and the use of tobacco products in any form is prohibited on District property. Narcotics are prohibited on District property. This includes buildings, grounds and District-owned vehicles. No gambling will be permitted in or on the school property.
17. The possession of any weapon is strictly forbidden on District 95 properties at all times.
18. Use of any type of pyrotechnics or open flame is strictly prohibited.
19. No cleats are allowed on gym floors; tennis shoes only. Indoor facilities are not to be used for batting practice.
20. Food and drink are not allowed except in areas designated by CUSD 95.
21. No items shall be pinned or attached to curtains at anytime.
22. No items are to be attached to the District 95 property or any modifications made to building structure, equipment or grounds.
23. Adhesive type tapes shall not be used on drywall construction. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
24. Nothing shall be sold, given, exhibited or displayed, including refreshments, without written permission. Distribution of any literature or materials must have prior approval. It is the responsibility of the renter to monitor this policy.
25. All sales of merchandise, printed matter, or other materials are forbidden on school premises in connection with any meeting except with the approval of the Superintendent or designee.
26. Any action resulting in the activation of the fire alarm will invoke a \$200 fee.
27. Use of kitchen equipment will not be allowed unless approved by the Superintendent of designee.

28. Custodial needs will be at the District's discretion. 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 \$40.00 per hour and a student technician fee of \$15.00 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.

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, to prevent charges. 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) _____ Cell 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) (include set up time) (include take down time)

SCHOOL BUILDING/GROUNDS REQUESTED (Please check)

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

AREA REQUESTED (Please check or circle)

____ HS Gymnasium (Main or Tonelli) ____ Practice Fields, JV baseball/softball ____ Varsity baseball/softball fields
____ MS Gymnasium (One or Two) ____ High School Track ____ Auditorium ____ Classroom
____ HS Field House ____ Tennis Courts ____ Stage ____ Multi-purpose Room
____ Football Field (Stadium) ____ Library ____ Cafeteria ____ LMC/Computer Lab
____ Elementary Gymnasium ____ Cafetorium (MSN) ____ Other _____

Any Additional Needs (for example: tables, chairs, set-up, 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 _____

Must Provide proof of not for profit status in order to receive Class II rates

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

ESTIMATED NUMBER OF PEOPLE ATTENDING: _____

FURNITURE REQUEST

Tables: Yes _____ No _____ Quantity Requested: 8 ft _____ 6 ft _____

Chairs: Yes _____ No _____ Quantity Requested _____

Trash cans: Yes _____ No _____ Quantity Requested _____

Tables and Chairs to Be Rented (additional cost applies)

Tables: 8 ft _____ 6 ft _____

Chairs: _____

FIELD SET UP

Infield Raking _____ **Field Lining** _____ **Base Set Up** _____

MISC. REQUESTS

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

Other Requests:
