

## Community Relations

### **Administrative Procedure - Community Use of School Facilities**

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures to be school-related.
2. All non-school related groups must complete an application, stating fully:
  - a. The applicant's name, address, and telephone number;
  - b. The specific facility requested and the purpose for which it will be used;
  - c. The type of program or activity;
  - d. The materials to be brought into or near the building;
  - e. The room arrangement, including decorations;
  - f. Needed food and drink service (must be supplied by district approved vendor); and
  - g. Needed equipment.
3. All non-school related groups must:
  - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
  - b. pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
  - c. Provide a Certificate of Insurance with a minimum of \$1,000,000 single combined limit of liability against bodily injury, personal injury, and/or property loss and damage.
  - d. Pre-pay in advance an estimate for rental and utility charges, as well as any custodial overtime charges or other costs expected to be incurred.
  - e. The renting organization must agree to use appropriate emergency procedures including call 9-1-1 for medical emergencies and whenever an AED is used.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities. Kankakee Police may be required to serve as security due to the number of attendees/size of the facility at the discretion of the Board of Education.
5. Only the cafeteria, auditorium, gymnasium, classroom, library, multi-purpose room, athletic field, track, and pool, along with needed hallways, restrooms, sidewalks and parking areas, are available for community use.
6. Groups renting the pool must provide their own certified lifeguards at a ratio of 1 for every 25 swimmers.
7. A District representative is required to be present at the high school football and track areas.
8. The high school concession stand must be returned to its original state after the event. A checklist will be reviewed prior to and after the event and must be signed by both the renter and a District representative.
9. Extra custodial fees will be incurred by the renter for non-cleanup of the high school concession stand and any outdoor area.
10. No furniture or equipment may be moved without prior approval from the Principal. Furniture and other District equipment is not to be considered a part of the facility rental.
11. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.

12. Renter must receive a signed contract from the District prior to advertising their event to the public.
13. Renter must submit rental application at least 30 days prior to event.

**Rental Fees**

1. Meal and beverage service
  - Per person menu cost as determined by the cafeteria supervisor
2. Facility Rental Charges

**Kankakee School District 111 Groups**

KSD 111 Groups		Facility Rental Fee - All Hours			
Name	Space Name	FACILITY FEE	HOURLY FEES FOR CUSTODIAL PER STAFF	HOURLY FEES SECURITY PER STAFF	HOURLY UTILITIES FEE
Kankakee High School	KHS Cafeteria	\$0.00	\$0.00	\$0.00	<b>See Hourly Utilities Fees Table</b>
Kankakee High School	KHS Auditorium	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Baseball Field	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Softball Field	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Football/Soccer Field	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Tennis Courts	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Front Gym	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Pool	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Track	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Band Room	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Dance Studio	\$0.00	\$0.00	\$0.00	
Kankakee High School	KHS Football Stadium Lights	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Community Room	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Track	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Court 1	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Court 2	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Court 3	\$0.00	\$0.00	\$0.00	
Kankakee High School	Fieldhouse Court 4	\$0.00	\$0.00	\$0.00	

Kankakee Junior High School	KJHS Front Gym	\$0.00	\$0.00	\$0.00	
Kankakee Junior High School	KJHS Back Gym	\$0.00	\$0.00	\$0.00	
Kankakee Junior High School	KJHS Auditorium	\$0.00	\$0.00	\$0.00	
Kankakee Junior High School	KJHS Cafeteria	\$0.00	\$0.00	\$0.00	
King Middle School	King Middle School Gym	\$0.00	\$0.00	\$0.00	
Kennedy Middle School	Kennedy Middle School Gym	\$0.00	\$0.00	\$0.00	
Lincoln Cultural Center	LCC Auditorium	\$0.00	\$0.00	\$0.00	
	<b>Optional Services</b>	<b>Charge Per Hour</b>			
	Holiday Custodial	\$50.00			
	Holiday Security	\$50.00			
	Stagehand/Lighting	\$20.00			
	Skilled Craftsman	\$60.00			
	Grounds Crew	\$35.00			
	District Representative	\$35.00			

## **Not-For-Profit Community Groups**

Non-Profit Groups and Government Agencies (No Cost During Regularly Staffed Hours)		Facility Rental Fee for Non-Regularly Staffed Hours Only			
Name	Space Name	FACILITY FEE	HOURLY FEES FOR CUSTODIAL PER STAFF	HOURLY FEES SECURITY PER STAFF	HOURLY UTILITIES FEE
Kankakee High School	KHS Cafeteria	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Auditorium	\$75.00	\$35.00	\$35.00	
Kankakee High School	KHS Baseball Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Softball Field	\$50.00	\$35.00	\$35.00	

Kankakee High School	KHS Football/Soccer Field	\$50.00	\$35.00	\$35.00	<b>See Hourly Utilities Fees Table</b>
Kankakee High School	KHS Tennis Courts	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Front Gym	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Pool	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Track	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Band Room	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Dance Studio	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Football Stadium Lights	\$70.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Community Room	\$75.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Track	\$60.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 1	\$60.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 2	\$60.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 3	\$60.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 4	\$60.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Front Gym	\$50.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Back Gym	\$50.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Auditorium	\$50.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Cafeteria	\$50.00	\$35.00	\$35.00	
King Middle School	King Middle School Gym	\$150.00	\$35.00	\$35.00	
Kennedy Middle School	Kennedy Middle School Gym	\$50.00	\$35.00	\$35.00	
Lincoln Cultural Center	LCC Auditorium	\$150.00	\$35.00	\$35.00	
	<b>Optional Services</b>	<b>Charge Per Hour</b>			
	Holiday Custodial	\$50.00			
	Holiday Security	\$50.00			

	Stagehand/Lighting	\$20.00			
	Skilled Craftsman	\$60.00			
	Grounds Crew	\$35.00			
	District Representative	\$35.00			

## **All Other Groups Within District Boundaries**

All Other Groups in District Boundaries		Facility Rental Fee - All Hours			
Name	Space Name	FACILITY FEE	HOURLY FEES FOR CUSTODIAL PER STAFF	HOURLY FEES SECURITY PER STAFF	HOURLY UTILITIES FEE
Kankakee High School	KHS Cafeteria	\$50.00	\$35.00	\$35.00	<b>See Hourly Utility Fees Table</b>
Kankakee High School	KHS Auditorium	\$75.00	\$35.00	\$35.00	
Kankakee High School	KHS Baseball Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Softball Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Football/Soccer Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Tennis Courts	\$70.00	\$35.00	\$35.00	
Kankakee High School	KHS Front Gym	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Pool	\$90.00	\$35.00	\$35.00	
Kankakee High School	KHS Track	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Band Room	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Dance Studio	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Football Stadium Lights	\$70.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Community Room	\$75.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Track	\$100.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 1	\$100.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 2	\$100.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 3	\$100.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 4	\$100.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Front Gym	\$90.00	\$35.00	\$35.00	

Kankakee Junior High School	KJHS Back Gym	\$90.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Auditorium	\$75.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Cafeteria	\$50.00	\$35.00	\$35.00	
King Middle School	King Middle School Gym	\$150.00	\$35.00	\$35.00	
Kennedy Middle School	Kennedy Middle School Gym	\$90.00	\$35.00	\$35.00	
Lincoln Cultural Center	LCC Auditorium	\$150.00	\$35.00	\$35.00	
	<b>Optional Services</b>	<b>Charge Per Hour</b>			
	Holiday Custodial	\$50.00			
	Holiday Security	\$50.00			
	Stagehand/Lighting	\$20.00			
	Skilled Craftsman	\$60.00			
	Grounds Crew	\$35.00			
	District Representative	\$35.00			

### **All Other Groups Outside District Boundaries**

All Other Groups Outside District Boundaries		Facility Rental Fee - All Hours			
Name	Space Name	FACILITY FEE	HOURLY FEES FOR CUSTODIAL PER STAFF	HOURLY FEES SECURITY PER STAFF	HOURLY UTILITIES FEE
Kankakee High School	KHS Cafeteria	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Auditorium	\$75.00	\$35.00	\$35.00	
Kankakee High School	KHS Baseball Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Softball Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Football/Soccer Field	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Tennis Courts	\$70.00	\$35.00	\$35.00	
Kankakee High School	KHS Front Gym	\$50.00	\$35.00	\$35.00	

Kankakee High School	KHS Pool	\$120.00	\$35.00	\$35.00	<b>See Hourly Utilities Fees Table</b>
Kankakee High School	KHS Track	\$50.00	\$35.00	\$35.00	
Kankakee High School	KHS Band Room	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Dance Studio	\$25.00	\$35.00	\$35.00	
Kankakee High School	KHS Football Stadium Lights	\$70.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Community Room	\$75.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Track	\$160.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 1	\$160.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 2	\$160.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 3	\$160.00	\$35.00	\$35.00	
Kankakee High School	Fieldhouse Court 4	\$160.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Front Gym	\$120.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Back Gym	\$120.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Auditorium	\$75.00	\$35.00	\$35.00	
Kankakee Junior High School	KJHS Cafeteria	\$50.00	\$35.00	\$35.00	
King Middle School	King Middle School Gym	\$150.00	\$35.00	\$35.00	
Kennedy Middle School	Kennedy Middle School Gym	\$120.00	\$35.00	\$35.00	
Lincoln Cultural Center	LCC Auditorium	\$150.00	\$35.00	\$35.00	
	<b>Optional Services</b>	<b>Charge Per Hour</b>			
	Holiday Custodial	\$50.00			
	Holiday Security	\$50.00			
	Stagehand/Lighting	\$20.00			
	Skilled Craftsman	\$60.00			
	Grounds Crew	\$35.00			

	District Representative	\$35.00			
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### 3. Service Charges

Optional Services	Charge Per Hour
Holiday Custodial	\$50.00
Holiday Security	\$50.00
Stagehand/Lighting	\$20.00
Skilled Craftsman	\$60.00
Grounds Crew	\$35.00
District Representative	\$35.00

### 4. Energy Surcharge Schedule

For utility and energy costs (i.e., heating, cooling, and electricity costs) incurred by the School District for rented facilities that would otherwise not be in use, the following energy surcharge schedule shall apply. This schedule may be updated from time to time as energy costs, usage factors, mechanical systems, and other items impacting costs incurred by the School District change:

Space	Season	Hourly Fee
Classroom/ Field House Community Room	Heating	\$10.00
	Cooling	\$10.00
Library	Heating	\$35.00
	Cooling	\$35.00
Multi-Purpose Room	Heating	\$40.00
	Cooling	n/a
Cafeteria	Heating	\$50.00
	Cooling	n/a
Small Auditorium (King/Kennedy)	Heating	\$40.00
	Cooling	n/a
Medium Auditorium (KHS/KJHS)	Heating	\$50.00
	Cooling	n/a
Large Auditorium (LCC)	Heating	\$70.00



	Cooling	\$80.00
Gym	Heating	\$60.00
	Cooling	n/a
Gym - King	Heating	\$70.00
	Cooling	n/a
Football Field Lights		\$60.00
Field House Track*	Heating	\$70.00
	Cooling	\$80.00
Field House Courts 1-4*	Heating	\$70.00
	Cooling	\$80.00
<b>Heating Season</b> is deemed to be any time of year when the boiler and heating plant are specifically employed for the use of a rented space that would otherwise be unneeded.		
<b>Cooling Season</b> is deemed to be any time of year when the air conditioning and cooling plant are specifically employed for the use of a rented space that would otherwise be unneeded.		
*If multiple fieldhouse spaces are rented, the rate is multiplied by the number of spaces rented. For example, if all four courts are rented, the cost would be \$280 per hour for heating or \$320 per hour for cooling.		

Heating season is be deemed to be any time of year when the boiler and heating plant are specifically employed for the use of a rented space that would otherwise be unneeded. Cooling Season is deemed to be any time of year when the air conditioning and cooling plant are specifically employed for the use of a rented space that would otherwise be unneeded.

**Kankakee School District 111 Auditorium Rental**

Renting Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Building: \_\_\_\_\_

Facility Rental Space: \_\_\_\_\_ Auditorium \_\_\_\_\_ Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Gym/Dance

**Equipment Check-off List**

Prior to the rental of the facility, a walkthrough will be made with a school representative to review the facility and its equipment. Any prior damage should be noted.

\_\_\_\_\_ Curtains \_\_\_\_\_

\_\_\_\_\_ Dressing Room \_\_\_\_\_

\_\_\_\_\_ Backstage Hallways \_\_\_\_\_

\_\_\_\_\_ Stage \_\_\_\_\_

\_\_\_\_\_ Pulley System \_\_\_\_\_

\_\_\_\_\_ Seats \_\_\_\_\_

\_\_\_\_\_ Dance Studio/Gym \_\_\_\_\_

\_\_\_\_\_ Cafeteria \_\_\_\_\_

**Equipment**

\_\_\_\_\_ Tables \_\_\_\_\_

\_\_\_\_\_ Chairs \_\_\_\_\_

\_\_\_\_\_ Upright Piano \_\_\_\_\_

\_\_\_\_\_ Other items \_\_\_\_\_

\_\_\_\_\_ Removal of Paint And Set Materials \_\_\_\_\_

\_\_\_\_\_  
Renting Organization\_\_\_\_\_  
School Representative

Date Before Event \_\_\_\_\_

Date After Event \_\_\_\_\_