

KANKAKEE SCHOOL DISTRICT #111
FACILITY RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

I/(we), the undersigned _____, hereinafter referred to as the "Renting Organization", hereby applies to use the facilities of the Kankakee School District described below for the period of (dates and times) for the purpose of (name and nature of event) and agrees that the use of such facilities, if granted, is subject to the following conditions:

- 1) That the person completing this application does so with the full authority of the Renting Organization;
- 2) That the facility is available only when not required for school use and the use is limited to only those rooms and areas designated herein, including the sidewalks and parking lots;
- 3) That the Principal or Building Administrator at the building in which the facilities are located approves the location, time, date and use of the facilities as set forth herein;
- 4) That reimbursement to Kankakee School District will be made by the Renting Organization for any and all charges incurred by the School District, including any damages caused by the Renting Organization's use, and at all times related to its use of these School District facilities;
- 5) That adult supervision and security, sufficient in the opinion of the Principal or Building Administrator of the building involved, will be provided by the Renting Organization at all times before, during and after, said use;
- 6) That the use of the Kankakee Police as security may be required due to number of attendees/size of facility at the discretion of the Board of Education.
- 7) That the use of tobacco or alcoholic beverages will not be permitted on school premises under any circumstances;
- 8) That all custodial overtime or other staff time required for the setup, operation and cleanup of the facility related to this use will be paid for by the Renting Organization in addition to the various facility rental charge(s) as set forth below;
- 9) That the renting organization must provide their own certified lifeguards at a ratio of 1:25 when renting a District pool;
- 10) That the Renting Organization shall be required to return the high school concession stand to its original state at the conclusion of the event and that a checklist will be reviewed and signed by both the Renting Organization and a District representative;
- 11) That the Renting Organization will incur additional custodial fees for non-cleanup of the high school concession stand and any outdoor areas;
- 12) That furniture and other District equipment is not to be considered a part of the facility rental;
- 13) That prepayment in advance shall be required from any Renting Organization prior to facility use, including an estimate for rental and utility charges, as well as any custodial overtime or other costs expected to be incurred; and,
- 14) That the Renting Organization agrees to save and hold harmless, and defend the Board of Education, the Administration and the Employees of the School District from any and all actions and causes of action or claims for damage arising or growing out of the use and occupancy of the facilities pursuant to this agreement, and that the Renting Organization is insured with the Insurance Company for a minimum of \$1,000,000 single combined limit of liability against bodily injury, personal injury and/or property loss and damage, and that the Renting Organization will furnish a certificate showing Kankakee School District as additional insured thereof prior to entering into the use of the facilities.
- 15) That the Renting Organization must agree to use appropriate emergency procedures including call 9-1-1 for medical emergencies and whenever an AED is used.
- 16) That the Renting Organization agrees to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility. It is important to note that the District will not supervise the

activity nor will it supply individuals to act as emergency responders. If the law requires that a particular facility have one or more AED's present, then the Renting Organization must:

- No trained AED user is required on the premises when the activity is not directly supervised by an employee of the district and the activity occurs outside of staffed business hours.
- Designate at least one adult who agrees to be an emergency responder.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are completed.

Estimated Facilities & Services	Charge	Estimated Facilities & Services	Charge
_____	\$ _____	Regular Custodial (@ \$35 per hour)	\$ _____
_____	\$ _____	Holiday Custodial (@ \$50.00 per hour)	\$ _____
_____	\$ _____	Security (@ \$45.00 per hour)	\$ _____
		District Representative (@ \$35.00 per hour)	\$ _____
Skilled Craftsmen (@ \$60.00 per hour) \$		Security (@ \$45.00 per hour)	\$ _____
Grounds Crew @ \$35.00 per hour) \$		District Representative (@ \$35.00 per hour)	\$ _____
		Stagehand/Lighting (@ \$20.00 per hour)	\$ _____
		Energy Surcharge (See attached schedule)	\$ _____

Total Estimated Rental Charge \$ _____ Total Estimated Services Charge \$ _____

Grand Total Estimated Facilities Rental and Service Charge (to be prepaid) \$ _____

Actual Rental Charges \$ _____ Balance Due School District \$ _____

Actual Service Charges \$ _____ Balance Due Organization \$ _____

Total Actual Charges \$ _____

Name of Organization _____ Contact _____

Address of Organization _____ Phone Number _____

City/State/Zip Code _____ Fax Number _____

Signature_____ Date _____

Accepted by the Board of Education and the Administration of Kankakee School District #111:

Principal/Administrator_____ Date _____

School_____

NOTE: ALL FOOD AND DRINK PROHIBITED IN AUDITORIUMS AND GYMNASIUMS

Football Field Rental Agreement Guidelines

- A District #111 representative is required to open the facility, remain on site and close the facility. The employee will operate the scoreboard and/or announce as needed.
- In the event of a cancellation due to weather, the determination would be made by the District Representative and the Renter would be notified of such cancellation.
- KSD#111 provides all game day equipment, yard markers, chains and goal post pads.
- Press box, scoreboard and sound system are available and can be used under the direction of the District Representative. Adults only allowed in Press Box area. Additional fee charged for Press Box.
- No vehicles are allowed on the track or football field at any time.
- Renting Organization is to provide on-site medical coverage.
- The Renting Organization must clean all debris at the completion of the event. All debris must be placed in the dumpsters near the receiving doors of KHS. No debris should be placed in the fenced-in yard waste dumpster near the athletic field.
- Renting Organization is responsible for any damage to equipment, field, or facility. Any damage must be reported to the District Representative and repair must be addressed immediately. The fee for damages will be based upon the repair or replacement cost at the Board's discretion.

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
Heating Season 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.		
Cooling Season is deemed to be any time of year when the air conditioning and cololing plant are specifiially 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.		

Revised January 7, 2025

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 _____