

## 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 insure proper care and use of school facilities. Kankakee Police may be required to serve as security due to number of attendees/size of 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 life guards 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

The following fees apply:

1. Meal and beverage service
  - Per person menu cost as determined by the cafeteria supervisor
2. Facility Rental Charges (non-school related groups only)

Athletic Fields (KHS & KJHS) (Athletic events only-District Rep Required)	\$50.00
Auditorium (KHS & KJHS)	\$75.00
Auditorium (King & Kennedy)	\$50.00
Auditorium (Lincoln C.C.)	\$150.00
Cafeteria	\$50.00
Classroom, Library, Multi-Purpose Room	\$25.00
Gymnasium (KHS, KJHS & Kennedy)	\$50.00
King Middle School Gym (1-3 hours/per hour fee)	\$20.00
King Middle School Gym (4 hours and over)	\$150.00
LCC Gym	\$25.00
LCC Dance Studio	\$25.00
Stage Practice Rate	\$25.00
Pool (KHS & KJHS)	\$50.00
KHS Concession Stand	\$50.00
KHS Press Box	\$50.00
KHS Track (Track Meet)	\$50.00
KHS Track (Track Practice) (1-3 hours)	\$10.00

3. Service Charges

Service	Fee
Regular Custodial	\$35 per hour
Holiday Custodial	\$50 per hour
Security	\$45 per hour
Stagehand/Lighting	\$20 per hour
Skilled Craftsmen	\$60 per hour
Grounds Crew	\$35 per hour
District Representative	\$35 per hour

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	Run Time Fee		
		4-Hour	8-Hour	12-Hour
Classroom	Heating	\$7	\$12	\$15
	Cooling	\$7	\$12	\$15
Library	Heating	\$25	\$45	\$60
	Cooling	\$25	\$45	\$60
Multi-Purpose Room	Heating	\$30	\$55	\$75
	Cooling	n/a	n/a	n/a
Cafeteria	Heating	\$35	\$65	\$90
	Cooling	n/a	n/a	n/a
Small Auditoriums (King/Kennedy)	Heating	\$30	\$55	\$75
	Cooling	n/a	n/a	n/a
Medium Auditoriums (KHS/KJHS)	Heating	\$35	\$65	\$90
	Cooling	n/a	n/a	n/a
Large Auditoriums (LCC)	Heating	\$50	\$90	\$120
	Cooling	\$60	\$110	\$150
Gym	Heating	\$40	\$70	\$90
	Cooling	n/a	n/a	n/a
Gym-King	Heating	\$50	\$90	\$120
	Cooling	n/a	n/a	n/a
Football Field Lights (Electricity Costs)		\$40	\$70	\$90

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.

### **Opening the Football Facility**

- Open drive through gate
- Open restrooms, lights are automatic
  - Make sure restrooms are stocked with toilet paper (ask custodian for supplies Friday before event)
- Set up football field with down markers, end zone markers, goal post pads, first down chains (located on first floor of press box)
- Open press box
- Hook up scoreboard controller (code is 24)
- Turn on power to scoreboard (located in electrical panel on first floor of press box)
- Set up sound system (located in closet in press box)
  - plug in all speakers
  - plug in power
  - turn system on
- Open windows in press box if needed
- Open concession stand if being used
- Open windows on concession stand
- Open other gates as requested by organization
- Turn on field light when needed (located on first floor of press box)
  - Note how many hours lights are used
- Record any reports of damaged equipment on District form. File report immediately after event.

### **Closing the Football Facility**

- Clear field of all equipment and store in appropriate area. Report any missing or damaged equipment on District form.
- Secure press box, restrooms and concession stand
- Turn off all electrical
- Close and lock all gates
- All debris/trash should be taken to the dumpsters near the receiving doors of KHS. No debris/trash should be placed in the fenced-in yard waste dumpster near the field.

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KSD #111 Approved Representative

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Date

**Concession Stand Check-off Sheet**

Group			
Date of event			
Clean floors (sweep and mop if necessary)	Before	During	After
Sanitize areas (counters, etc.)	Before	During	After
Dispose of garbage	Before	During	After
Empty cooler of food after event (as necessary)			
Condition of inside/outside of building?	List issues/concerns		
Damage to equipment?			

\_\_\_\_\_  
Signature of Renter (if outside district use)

\_\_\_\_\_  
Signature of District Representative (if outside district use)

**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 \_\_\_\_\_

[Effective: September 27, 1994]

Revised:        January 2001  
                  January 2002  
                  February 13, 2006  
                  March 2010  
                  January 2014

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