

Community Use of School Facilities - Fee Schedule

8:20-E2 Exhibit - Application and Procedures for Use of School Facilities

To be submitted to the District Office

This application must be approved before any organization is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Lincolnwood Baseball Association	Lincoln and Rutledge Hall Gyms
Organization name	Requested school facility
John Dreuth - President	847-275-4281 john@dreuth.com
Adult Supervisor from Organization <i>(must be 21 years of age or older)</i>	Phone/email address
Baseball & Softball Activities	1/11/22, 1/27/22, 2/9/22, 2/15/22 6-8pm 3/8,9,10,14,15,16,17,21,22,23,24 6-9pm
Program/Activity	Date(s) and start/end time(s)
None	Baseball & Softball Equipment
Equipment needed	Materials to be brought into facility
None	None
Room arrangement, including decorations	Food service required

1. The above captioned organization shall supply adequate supervision to ensure proper care and use of school facilities.

- ☐ The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- ☐ Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- ☐ Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- ☐ No furniture or equipment may be moved without prior approval from the Building Principal.
- ☐ Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

JD Initial here if this is agreeable

2. The above captioned organization hereby agrees to:

- ☐ 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.
- ☐ 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 School Board's discretion.
- ☐ Supply proof of insurance naming Lincolnwood School District 74 as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss:

K&K Insurance Group, Inc.	1-800-426-2889
Insurance Provider Name	Contact Number

JD Initial here if this is agreeable

3. The above captioned organization must pay the following fees:

Total Rental charge (unless waived by Board policy): 0

Meal and beverage service (cost as determined by the cafeteria supervisor): 0

Additional Fees: 0 for

JD Initial here if this is agreeable

4. Payment Method: ☐ Check ☐ Money Order ☐ Credit Card

If payment is by check, please make check payable to: **Lincolnwood School District 74**

If payment is by credit card, please indicate the following: ☐ Visa ☐ Master Card ☐ Am Ex

Expiration date: Credit Card No. Today's date Authorized amount:

Authorized signature:

5. The above captioned organization must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

JD Initial here if this is agreeable

6. The above captioned organization must agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6. Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders

at any time, including during staffed business hours.

- ☐ Activity being proposed is not in a physical fitness facility.

JD Initial here if this is agreeable

- ☐ Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility*, 4:170-AP6 has been provided. ([77 Ill.Admin.Code §527.800\(c\)](#)).

JD Initial here that a copy was received.


7. If the request involves a physical fitness facility, the above captioned organization must:

- ☐ Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- ☐ 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.
- ☐ Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- ☐ Arrange for at least one emergency responder to have a tour of the facility before the activity.
- ☐ Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-E1 Exhibit - Injury Response Form).

JD Initial here if this is agreeable

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility, and (3) execute and abide by a Rental Agreement in accordance with Exhibit 1 to Policy 8:20. NOTE: The completion of this application is not a guarantee that the request will be granted.

Lincolnwood Baseball Association	847-275-4281
Applicant name (<i>please print</i>)	Telephone number
PO Box 46443	info@lwbba.org
Address	Email address
	08/23/2021
Applicant signature	Date
John Dreuth - President	
Applicant Position or Title	

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. (*Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.*)

- ☐ **Approved** ☐ **Denied**

Superintendent or designee Date

CREATED: July 6, 2010

REVISED: September 5, 2019

REVIEWED: September 5, 2019

Lincolnwood School District 74 - Administrators Edition

Community Use of School Facilities - Fee Schedule

8:20-E1 Exhibit - Rental Agreement

(We) The Lincolnwood Baseball Association agrees to rent (please check mark):

Facility
Cafeteria
Kitchen
<input checked="" type="checkbox"/> Multi-Purpose Room (Rutledge Hall or Todd Hall)
<input checked="" type="checkbox"/> West Gym
Auditorium
Auditorium for Rehearsal
Conference Room
Classroom
<input checked="" type="checkbox"/> Campus Soccer Field (North)
<input checked="" type="checkbox"/> Campus Soccer Field (South)
<input checked="" type="checkbox"/> Baseball Field (North)
<input checked="" type="checkbox"/> Baseball Field (South)

on (date): 4/11/2021 thru 6/24/2021 times: 6-9pm

for the purpose of: Lincolnwood Baseball & Softball Association

Person in charge (name): John Dreuth - President

Address: PO Box 46443 Chicago, IL 60646

Cell phone: 847-275-4281

At the cost of: Lincolnwood School District 74 Hourly Rental Rate Table

Facility	Class I	Class II	Class III	Class IV
Cafeteria	--	\$50	\$75	\$150
Kitchen	--	\$50	\$100	\$150
Multi-Purpose Room (Rutledge Hall or Todd Hall)	<input checked="" type="checkbox"/>	\$50	\$75	\$100
West Gym	<input checked="" type="checkbox"/>	\$75	\$100	\$200
Auditorium	--	\$100	\$150	\$275
Auditorium for Rehearsal	--	\$50	\$100	\$150
Conference Room	--	\$50	\$100	\$125
Classroom	--	\$50	\$100	\$125
Campus Soccer Field (North)	<input checked="" type="checkbox"/>	\$50	\$75	\$150
Campus Soccer Field (South)	<input checked="" type="checkbox"/>	\$50	\$75	\$150
Baseball Field (North)	<input checked="" type="checkbox"/>	\$50	\$75	\$150
Baseball Field (South)	<input checked="" type="checkbox"/>	\$50	\$75	\$150

A minimum of one-hour will be charged. The District retains the right to waive the fees.

Class Definitions:

Class I Organizations

Class II Organizations

8:20-E1 Tax supported community organizations Not-for-profit organizations with

serving residents of School District 74 or Niles Township.

headquarters or a majority of membership within the boundaries of School District 74.

Class III Organizations

Not-for-profit community organizations which have headquarters and a majority membership within Niles Township.

Class IV Organizations

Other community-based organizations or businesses.

Additional Staffing Fees, if applicable:

- Weekday Custodial/Parking Assistant @ 0 per person, per hour (three-hour minimum)
- Weekend Custodial/Parking Assistant @ 0 per person, per hour (three-hour minimum)
- Cook/Chef @ 0 per person, per hour
- IT/Tech @ 0 per person, per hour (*additional equipment rental fee \$25 per hour*)
- Setup/Take Down @ 0 per person, per hour


(Additional charges will be made for extra time or services not indicated on this contract.)

1. Use of school buildings must be consistent with the standards set by the Board of Education.
2. Buildings cannot be rented to individuals without prior written approval of the Superintendent; groups renting school facilities must have a sponsoring organization. The renter shall not assign or subcontract any facility, or area therein, nor any rights under a contract to another party. Any party other than the renter must execute a separate contract with the district.
3. The Board of Education assumes no liability or responsibility in regards to any incident or accidents in regards to the organizations use of the facilities and/or grounds. The organization agrees to maintain insurance coverage with the school district named as an additional insured in minimum amounts of \$1,000,000 for personal injuries and \$500,000 for property damage, and must submit a certificate of insurance to the Business Manager prior to use of facilities. In addition, the organization hereby agrees to indemnify and hold harmless the District, Board of Education, and its employees and agents from any and all liability, claims, damages cost, expenses, or fees, including attorney fees which may be incurred by the District, Board of Education, and its employees or agents in regard to the organization or its use of facilities and/or grounds, except as may result from the negligence or willful misconduct of the district.
4. This rental agreement is issued for the specific area indicated above; the remainder of the building is not to be opened, entered or used. Classrooms cannot be used by outside organizations without prior written approval of the Superintendent.
5. School property must be protected from damage or mistreatment. If school property is damaged, it shall be paid for by the organization using the building. School furniture, apparatus, or other equipment is not to be removed or displaced without permission. No decorative or other materials shall be attached to any part of the rental facilities so as to damage these facilities. All decorative or other materials shall be noncombustible, or be suitably treated with a flame retardant. No fireworks or explosives shall be used on the premises without the direct, separate written authorization of the Superintendent.
6. Equipment brought into the building by the renting organization must be removed at the conclusion of the rental period, unless special arrangements are made with the Principal in advance. Signs, displays, or materials may not be permanently attached, nailed, or otherwise affixed to school facilities, and must be removed promptly at the conclusion of the event.
7. All precautions necessary for fire protection and safety must be observed; exits, corridors and stairways must be free from obstruction at all times. Candle ceremonies are not allowed.
8. Food shall be served only in the cafeteria. When kitchens are used for food preparation, a supervisor of the cafeteria must be employed. The cafeteria must be left in good order with tables and chairs wiped clean and returned as they were found. Kitchen facilities shall not be used (excluding sinks and counters), unless approved by the director of food services, under the supervision of qualified staff provided.
9. Smoking is strictly forbidden on District 74 property, this includes vape pen or carts, plus e-cigarettes.
10. Smoking, intoxicating beverages (including beer), and/or controlled substances are not permitted on District 74 premises. Any organization violating this rule will forfeit the right to future use of the District 74 facilities.
11. This rental agreement may be canceled for failure to abide by the rules and regulations of the Board of Education or for any other reason by the Board of Education. The district may cancel the use of the facility on the date or dates specified in the contract by notifying renter by telephone, email, messenger or letter to the address given on the contract at any time prior to any scheduled use. The district reserves the right to refund payments made in advance for the rental of any facility if the board should decide that the contract is not in the best interest of the district. In case of fire, casualty or other unforeseen occurrence which render the district unable to provide contracted facilities, said contract shall be immediately terminated, and district shall not be liable for any claims or damages resulting there from. Renter shall be liable only for payments during the time premises were used.
12. When schools are closed Monday through Friday due to weather conditions, afternoon and evening activities in school

facilities will automatically be cancelled. Occasionally, it may be necessary to cancel activities in a particular school or facility because of a problem, such as plumbing or heating, etc.

13. Any renter/user using district facilities for activities, which include school-age children, will ensure compliance with the district's Student Code of Conduct. Any illegal behavior will be referred to proper authorities for appropriate legal action. The rental/user contract may be terminated immediately by the district if the renter/user fails to comply with these provisions.
14. Fees incurred by a renter for utilizing district staff will be charged through this contract to the renter in accordance with the district fee schedules. District staff must be paid through district staff payroll.
15. All activities must be under competent adult supervision supplied by renter. The site administrator or other facility manager shall have authority over renters' activities, and renter shall abide by all requests made by the site administrator or designee. Administrators or other authorized district staff are to have access to all facilities at any time. Premises are to be vacated at the times specified.
16. Laboratory facilities such as computer labs, home economics labs, shops, media centers, science labs and art labs will not be rented out, unless approved by the Superintendent or designee and with appropriate staff provided. Equipment rates in addition to room rental rates may apply for rental of these areas.
17. Fees incurred by a renter for utilizing district staff will be charged through this contract to the renter in accordance with the district fee schedules. District staff must be paid through district staff payroll.
18. No portion of sidewalks, entries, passageways, aisles, elevators, windows, ventilators, lighting fixtures or other ways of access to the facilities or their utilities shall be obstructed, or cause to be used for any purpose other than ingress or egress.
19. All non-school groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
20. All non-school related groups must agree to follow the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 4:170-AP6. Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.
21. A copy of the District's Plan for Responding to a Medical Emergency at a Physical Fitness Facility has been provided. [77 Ill.Admin.Code 527.800\(c\)](#). Important: State law encourages all non-District coaches, instructors, judges, referees, or other similarly situated non-District anticipated rescuers who use the physical fitness facility in conjunction with the supervision of physical fitness activities to complete a course of instruction that would qualify them as a trained AED user under Illinois law ([410 ILCS4/10; 77 Ill.Admin.Code 527.100](#)).
22. If the request involves a physical fitness facility, the non-school related group must: a.) Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users. b.) Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder. c.) Require that 9-1-1 be called for medical emergencies and whenever an AED is used. d.) ensure that each designated emergency responder knows the location of first aid equipment and any AED. e.) Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive. f.) Arrange for at least one emergency responder to have a tour of the facility before the activity. g.) Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed.
23. Renters of district facilities shall comply with all laws of the United States, state of Illinois, and applicable Village of Lincolnwood ordinances, including any rules and regulations contained herein for the facilities owned and under the control of the district. Violations by the renter may result in cancellation of a contract, and immediate discontinuance of the use of facilities.

This undersigned applicant and all members and participants in the sponsoring organization agree to observe the rules and regulations stated above and attached herewith.

	08/23/2021	Lincolnwood Baseball Association
Signature of Applicant	Date	Sponsoring Organization

_____ Superintendent or designee	_____ Date
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CREATED: September 10, 2002

REVISED: September 5, 2019

REVIEWED: September 5, 2019