

NEW BERLIN CUSD #16 BUILDING/FACILITY RENTAL/USAGE APPLICATION

The Board of Education recognizes that the facilities of CUSD #16 belong to the community members of this district. The CUSD #16 Board of Education also recognizes the need for school buildings to be available to school groups, parent/teacher organizations, and other groups within the CUSD #16 tax district. It is the desire of the District to encourage the use of facilities. Therefore, the CUSD #16 Board of Education has established this policy to assist in providing access to the facilities.

This application must be completed by any individual, organization, or group who wishes to use any facility owned by the New Berlin CUSD #16. **Exempt from completing this form are school organizations, school-scheduled events, practices, or rehearsals assigned by the activities/athletic director either within seasons as defined by the IESA or IHSA or within the contractual expectations of a school employee/board approved coach or sponsor.**

Please read and complete the following information for your request and e-mail to:
Dillon Binkley, District Athletics and Activities Director at dbinkley@pretzelpride.com

:

Once a request has been received and a decision is made regarding the availability and rental status of the request, we will notify the contact person and include a signed copy of the contract, if applicable.

PLEASE READ CAREFULLY

1. Applications must be received at least 14 days in advance of the event.
2. Groups wishing to use the facilities shall sign a contract indicating they understand and agree to all rules, procedures, and conditions listed within this document.
3. Any school activity will take priority, regardless if the conflict is due to an oversight or a rescheduled school event. In this event, any fees paid to the district would be refunded 100%.
4. The facilities staff and/or food service department staff may be required on site for some activities. All events are subject to facilities/food service personnel availability and schedules. Both of these services outside of the normal work schedule will require additional fees to be paid by the organization requesting. .
5. Any event serving food that is not commercially pre-packaged must have a school-employed, Illinois licensed food handler on site. In accordance with State law, all food not professionally pre-packaged must be prepared on site. Such events are subject to the availability of school-employed, Illinois certified food handlers in the food service department.
6. The schedule of fees listed below will be used to determine the contractual conditions and fees. Groups exempt from fees are still required to complete and return this contract.

Approved by BOE 07/31/25

DEFINITION OF ORGANIZATIONS

Activities are categorized based on their connection to school programs, their purpose, and their profit. Determining an organization level is the responsibility of the District Athletics and Activities Director. The examples of organizations listed below each level are typical, yet non-binding. Each could fit into a different level if it is determined that their request reflects a different purpose, profit or connection with the programs affiliated with the New Berlin School District.

Level 1: School activities connected directly with the school program or are very closely related to include any school affiliated group, Booster Clubs, PTO, etc.

Level 2: Community groups within the district boundaries who exist for the purpose of recreation. These groups meet regularly and have arranged/established guidelines that have been approved by the District Athletic and Activities Director. The individuals are adults who assume responsibility for their own supervision. Such organizations/activities may be, but are not limited to: Adult Basketball League, Adult Volleyball League, etc.

Level 3: Not-for-profit activities whose primary purpose is to provide financial assistance/service to the school or the community (civic groups, clubs, religious organizations, independent sports groups such as JFL/Softball/Little League, youth organizations serving students in CUSD #16 that provide a service to students, etc)

Level 4: Commercial and political activities (political party organizations, business firms, and/or private individuals) The Dome, HS/JH Pretzel Gym, NBE Gym, HS/JH Commons, NBE Multi-Purpose Room may be used for fee rates as per Level 3

FEES AND/OR REQUIREMENTS FOR RENTAL (MARK YOUR RENTAL GROUP)

_____ **Level 1:** SIGNED CONTRACT- These groups will not be charge for use facilities and or equipment

_____ **Level 2:** SIGNED CONTRACT- \$2.00 Participant per day. Pre-arranged scheduled payment

_____ **Level 3:** SIGNED CONTRACT- These groups will not be charged provided school personnel and/or board members take full responsibility for the actions of the group, or that the group has been approved for usage by the District Athletic and Activities Director. This includes groups and/or athletic teams that have ½ of the participants who are students of the CUSD #16 Schools. The Dome/New Gym may be used for fee rates as per group 4.

_____ **Level 4:** SIGNED CONTRACT- These groups will be charge for facility usage by the following hourly rate in the chart on page 3.

TO BE COMPLETED BY DISTRICT ATHLETIC AND ACTIVITIES DIRECTOR

Facility	Profit Group	Not Profiting Group	Time Request	Fee Amount
NBE Multi-Purpose Room	\$25.00 per hour	\$25.00 per hour		
JH/HS Commons	\$25.00 per hour	\$25.00 per hour		
NBE or JH/HS Kitchen (which requires personnel) Minimum of 3 hours	\$25.00 per hour	\$25.00 per hour		
NBE Gym	\$30.00 per hour	\$30.00 per hour		
Dome	\$30.00 per hour	\$30.00 per hour		
HS/JH Pretzel Gym	\$50.00 per hour	\$50.00 per hour		
Concession Stand	\$20.00 per hour	\$20.00 per hour		
Facilities Personnel Minimum of 3 hours	\$25.00 per hour	\$25.00 per hour		
All charges for facilities rental and personnel are payable in advance to New Berlin CUSD #16. Groups that are profiting will be subject to board approval.				

Signing below indicates to the organization/individual requesting use of school facilities that they have read and understand the above rules, regulations, fees, liabilities, obligations, and responsibilities assumed by entering into such an agreement.

Name of Organization

Signature

District Athletic and Activities Director

Date

Facilities Director

Date

Food Service Director

Date

Copy to be sent to District Superintendent and Chief School Business Official

INFORMATION SHEET

Name of Organization: _____

Name of Applicant: _____

Address of Applicant: _____

Contact Number(s): _____

Building/Space Requested: _____

Date(s) Requested: _____

Time/Hours Requested: _____ (may require a schedule to be submitted)

Description/Purpose of Event: _____

Is there a fee for individuals to participate or perform? Yes No

Is there a fee for individuals to attend the event? Yes No

Specific equipment or set up needed? Yes No

List items that may be brought to the building for the event:

Is this activity supervised or sponsored by a New Berlin Schools employee? List Employee name.

Will this event sell or distribute food in any form? Yes No

Will food be prepared (not professionally pre-packaged) for sale or distribution? Yes No

What other special arrangements need to be made or noted? _____

Please use this area to draw any special set-up. This may include placement of tables, microphone, projector, etc.

NEW BERLIN CUSD #16
FACILITIES DEPARTMENT
Procedures for Using Any District Facility

1. All groups using New Berlin Schools facilities must indemnify and hold harmless the District and its agents and employees for and from any and all loss, including attorney fees, damages, expense, and liability arising out of its use of the school property.
2. Pay any damages to school facilities, furniture, or equipment arising out of its use of the school property whether such damage was accidental or deliberate. The cost of the damages will be based on the repair or replacement cost.
3. Non-school related organizations must provide proof of insurance verifying that the organization maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. No furniture or equipment may be moved or used without prior permission from the District Athletic and Activities Director. Set up by such items by CUSD #16 facilities staff only will require a fee to be charged.
6. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
7. Groups profiting from the use of the facilities are subject to board approval. In such cases, requests must be made well in advance so there is adequate time between the request, the scheduled board meeting, and the event.
8. Use of school facilities for gambling purposes is strictly prohibited.
9. Smoking, the use of non-smokeless tobacco, vaping products, alcohol, or alcoholic beverages is strictly prohibited on all school property, including buildings, grounds, and any areas considered extensions of school facilities.
10. Buildings may not be used for parties or celebrations that are private in nature.
11. Fundraisers for the benefit of individuals, family, or small groups will only be permitted in cases of extraordinary need, such as illness, disability or catastrophic loss.
12. All use of school facilities by outside groups shall be automatically cancelled if school must close and the conditions which contributed to the closing still exist.
13. Permission to use the school facilities may be denied/cancelled and are contingent upon, as determined by the District Athletic and Activities Director, the group having failed to take proper steps either with prior events or future events to ensure the safety of all individuals. Permission may be denied or an event may be cancelled if the group has failed to meet reimbursement or payment obligations.
14. Building use permits/agreements are non-transferable.
15. When an organization plans to serve food to the public, whether sold or given, see next page with the guidelines as this requires additional rules and procedures
16. This rental agreement is subject to the availability of school employees. A cancellation of a scheduled school employee or the New Berlin School District's inability to provide a school employee may make this Building Use Contract null and void.
17. Any event is subject to cancellation due to unforeseen circumstances at the discretion of District Athletics and Activities Director.

NEW BERLIN CUSD #16

FOOD SERVICE DEPARTMENT

Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens and the cafeterias are managed by the district's Food Service Department. Use of these facilities by outside and school groups will not be allowed to disrupt the work of the department. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

Kitchen Use

1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Food Service Director. School sites will work directly with Food Service Department for authorization. Users will coordinate their use with the Director of Food Service.
2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Service employee present the full time.
3. Arrangements shall be made with the Director of Food Service Department by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.
4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.
5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FSD. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.
6. Breakage, damage, or loss of equipment shall be paid by the organization using the district's kitchen and/or cafeteria.
7. School Site and Facility users will be charged \$25.00 per hour for the cost to the district for hiring the Food Service employee. There is a three-hour minimum for all employee work calls.
8. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of Food Service.
9. Use of refrigerators must be arranged in advance with the Food Service employee for the space. Requirements of the cafeteria receive first consideration.
10. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.
11. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the County Health Department or from another approved source.

If there are any questions, please contact Food Service Director Heather Pidcock.