



Oak Park Elementary School District 97

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TO: Dr. Carol Kelley, Superintendent of Schools
Board of Education

FROM: Paul Starck-King, Assistant Superintendent of Finance and Operations

SUBJECT: D97 Partnership Language & Procedure

DATE: January 29, 2019

Summary:

[Note: CAST and BRAVO are currently operating as Student Activities of D97 (i.e., they are fiduciary entities of the district and have D97 priority).]

Administration is proposing a 6-tier structure for classification/stratification of "community groups" (as referenced in Policy 8:20) per the following in order of prioritization (if numbered):

1. Local Government (as referenced in Policy 8:20) with written agreement:
 - Same boundaries as D97 (PDOP and others (VOP, Library, etc.) as IGA's are entered into). Facility use costs, if any, will be contained in the written agreement.
 - Some overlapping boundary with D97 ((OPRF, Township, etc.) as IGA's are entered into). Facility use costs, if any, will be contained in the written agreement.
2. Local Government (as referenced in Policy 8:20) without written agreement:
 - Same boundaries as D97 (VOP, Library, etc.) Facility use costs will be accordance with D97 Facility Rental Usage Agreement (see provisions below).
 - Some overlapping boundary with D97 (OPRF, Township, etc.) Facility use costs, if any, will be contained in the written agreement.
3. Partners (as referenced in Policy 8:20) with written agreement:
 - PING!
 - Hephzibah
 - Collaboration for Early Childhood
 - Oak Park Education Foundation (Base Camp only)Facility use costs, if any, will be contained in the written agreement.
4. Partners that need an agreement:
 - Parent Teacher Organizations (covered by D97 general liability insurance)
 - Oak Park Education Foundation (covered by D97 general liability insurance)
 - Success of All Youth
 - Scouts

Facility use costs, if any, will be contained in the written agreement.

5. Recognized Community Groups (501C3 or unpaid resident individuals) with no written agreement

- Religious Groups
- Volunteers (unpaid resident individuals)
- Other Non-Profit Community Groups

Facility Use costs will be accordance with D97 Facility Rental Usage Agreement

6. For-Profit Entities (including paid individuals) are not considered “community groups”. Facility Use Costs- Facilities will not be rented to this group in order to allow for building projects and cleaning.

Definitions:

- “District Events” are those events (including classroom visits) that are designed, directed, and supervised by district employees (as part of their employment duties).
- “Non-District Events” are those events that are not designed, directed nor supervised by district employees (as part of their employment duties). District employees that are participating in non-district events are doing so as individuals outside their employment responsibilities.
- Children who are school-aged are considered, for this purpose, to be “students” at district events and “children” at non-district events.

Parameters:

- All community groups that utilize D97 facilities or provide services to D97 need to be legally composed (corporation, partnership, resident individual, etc.) and registered with the state (except resident individuals).
- All community groups that utilize our facilities or provide services to D97 need to be covered by insurance (D97 umbrella (per above) or entity’s (including resident individual’s) own insurance).
- All community groups that utilize our facilities or provide services to D97 and have contact with students during **district** events (i.e., designed, directed, and supervised by district employees as part of their employment duties) need to have criminal background checks performed on each person having student contact and need to provide those background checks to D97 HR Department.
- All community groups that utilize our facilities and have contact with children during **non-district** (i.e., not designed, directed nor supervised by district employees) events with children need to decide as a separate legal entity whether or not to have criminal background checks performed on each person having contact with children. D97 has no input nor responsibility for this separate entity event or decision.

Administration will be seeking approval of the Partner Language & Procedures (above) at the board meeting of February 12, 2019.

Facility Use Costs:

Rental Area		Middle Schools Hourly Fee	Elementary Schools Hourly Fee
Auditoriums	Up to four hours per date:	\$165.00	\$ 82.50
	Each additional hour:	\$ 33.00	\$ 16.50
	Event (per hour)	\$ 33.00	N/A
Gymnasiums	Up to two hours per date:	\$ 66.00	\$ 33.00
	Each additional hour:	\$ 33.00	\$ 16.50
Commons	Up to two hours per date:	\$ 66.00	\$33.00
	Each additional hour:	\$ 22.00	\$16.50
Multi-Purpose Room	Up to two hours per date:	N/A	\$ 30.00
	Each additional hour:		\$ 15.00
Classrooms	Up to two hours per date:	\$ 60.50	\$ 60.50
	Each additional hour:	\$ 22.00	\$ 22.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times. Please contact the Business Office about parking lot rates.