

January/2017

**OAK PARK ELEMENTARY SCHOOL DISTRICT 97
FACILITY USE APPLICATION PROCEDURE**

GUIDELINES

The public school facilities of Oak Park School District 97 are available for any legitimate public program that is not inconsistent with the school program, or does not interfere with the regular operation of the school, and is not prohibited by statute (School Code of Illinois, Section 10-22-10).

School facilities are primarily intended for school use; therefore school activities will always have priority over use by outside groups. However, The Board of Education recognizes the investment the community has made in District 97 facilities, and this rental policy encourages utilization by community groups.

The District reserves the right to refuse or cancel, without liability, any rental when, in its opinion, the use would not be in accord with the educational policy of the school and/or in the best interest of the community.

Charges for use of the buildings have been approved by the Board and are based on the following categories:

1. Oak Park taxing bodies (Park District, Village, etc.) generally may have the use of the buildings without charge (only during when the school is open) Use which results in excessive costs to the District will be negotiated on an individual basis.
2. Community groups may use the building with charge during times when District Custodian personnel are working. Use which requires custodian overtime will be charged a rate which approximates the actual costs to the District for the additional personnel (see Appendix B). Applications from community groups must be signed by two Oak Park residents listing home addresses and phone numbers.
3. For profit, non-profit, and or groups located outside the School District will be charged a rental fee in addition to costs incurred by the District for personnel expenditures relating to the rental (See Appendix B)

APPLICATION PROCEDURE

Applications for the use of District 97 facilities must be made at least two weeks prior to the desired use date on the Public School Property Use Request form (Appendix C) and may be filed by adults only. All information must be completed and sent to Brandy Manning through email, fax, and or in person at the Buildings and Grounds office, 541 Madison Street. Applications are requested through Buildings & Grounds office. Our office hours are 6:30 a.m. to 2:00 p.m. Monday through Friday, and should be returned to this office for processing the next business day. If approved or disapproved, you will receive status of your application by phone and or email.

AVAILABLE FACILITIES

| Auditoriums | Address | Capacity |
|-----------------------|------------------------|-----------------|
| Beye Elementary | 230 N. Cuyler | 250 |
| Brooks Middle School | 325 S. Kenilworth | 489 |
| Hatch Elementary | 1000 N. Ridgeland Ave. | 218 |
| Julian Middle School | 416 S. Ridgeland Ave. | 489 |
| Holmes Elementary | 508 N. Kenilworth | 259 |
| Irving Elementary | 1125 S. Cuyler | 216 |
| Lincoln Elementary | 1111 S. Grove | 213 |
| Longfellow Elementary | 715 Highland | 220 |
| Mann Elementary | 921 N. Kenilworth | 194 |
| Whittier Elementary | 715 N. Harvey | 227 |

Gymnasiums One at each of the schools listed above.

Mini-Gyms/Commons One at each of the schools listed above

Multi-Purpose One at each of the schools listed above.

Auditoriums One at each of the schools listed above.

Classrooms: Use by special permission only (permission to use classrooms, related arts centers, or media centers must be obtained from the teacher and the building principal before application is approved by the Buildings & Grounds Supervisor (See Appendix A - GUIDELINES FOR USE OF CLASSROOMS).

In case of cancellation, the Buildings & Grounds Office must be notified at least twenty-four (24) hours prior to the scheduled event, or charges may be rendered.

RULES FOR USE

1. Facilities and services of the District are made available for educational and recreational use by citizens of Oak Park. This program is made available to responsible individuals and groups under arrangements which will assure the protection of District property.
2. A group wishing to use school facilities must apply following the procedure outlined under APPLICATION PROCEDURE. Requests from PTO and Scout groups must be made before July 15th each year. Requests from the Oak Park Recreation department and the Lighted School House must be made between July 15th and August 1st of each year. Other requests will be accepted on a first come-first served basis after August 1st each year.
3. All advertisements (fliers, media, posters, etc.) for the activity must be reviewed by the Oak Park Elementary School District 97 Superintendent (or designee) prior to distribution. Such advertisements will include a disclaimer District 97's sponsorship or affiliation with the activity.
4. District 97 has a non-smoking policy (#500.25) which must be observed by all participants. This policy prohibits the use of tobacco, which includes cigarette, cigar, pipe or tobacco in any other form including smokeless tobacco which is loose, cut, shredded, ground, powered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.
5. No food or beverages are allowed on the premises, except by special permission at the time of application. Additional charges may be assessed for custodian services relating to food and beverage service. Charges will be based on estimated overtime required to clean the area.
6. Alcoholic beverages are prohibited by statute (School Code of Illinois).
7. Groups using the facilities are expected to leave the area clean and in order.
8. Materials and equipment needed for the organization must be brought in. No equipment will be furnished by District 97, except for volleyball nets, basketball backboards, tables, and chairs. These items must be requested at the time of application, and extra custodian time for set-up may be charged to Rental Groups 2 and 3.
9. Adult supervision of the activity must be provided by the user group throughout the time the facilities are to be used. An additional identifiable supervisor must be on duty at the entrance to the building to admit members of the group; any difficulty with unauthorized persons should be immediately reported to the person in charge of the group, who may in turn contact the police.
11. The user organization will assume liability for any damage to the building or its equipment caused by user members or by persons occupying the premises as a result of use of the premises by an organization.
12. It is understood and agreed that in consideration of use of the school facilities, the organization holds the School District harmless for any liability or property damage arising out of such use. Users will be required to sign INDEMNITY FOR USE OF SCHOOL PROPERTY form (Appendix D).
13. A Certificate of Insurance is required listing in writing Oak Park School District 97 as "Additional Insured" with a liability of \$1,000,000. When necessary, the Board of Education may require insurance of the renter(s) in the following amounts:
 - Bodily Injury Liability: \$ 500,000 per person
 - Property Damage Liability: \$ 100,000 each accident

14. All activities by non-school groups are expected to be concluded and the building cleared no later than **9:30 p.m.** Users are also restricted to the room(s) they are assigned to by the Buildings & Grounds office. When making application, time requested should include time needed for set-up and clean-up.
15. Any problem arising from building use will be referred to the person(s) in charge of the group. Frequently occurring problems will be referred to the governing body when applicable.
16. All publicity for events held in District 97 buildings must clearly state that the function is not sponsored by the District.
17. If you have any questions, please call 524-5637. Thank you for your cooperation.

**ANY VIOLATION OF THE ABOVE RULES MAY LEAD TO
CANCELLATION OF THE USE OF THE FACILITIES.**

Appendix A.

GUIDELINES FOR USE OF CLASSROOMS

Requests for use of classrooms, related arts centers, music rooms or media centers, must be cleared with the teacher responsible for that room, and with the building principal. The following general rules will apply:

RELATED ARTS CENTERS: All tools, equipment and supplies located in the related arts center are the responsibility of the teachers assigned to their respective areas. In the event any person or group of persons wishes to use the tools and/or facilities, a request for use must be made to the related arts teacher who is responsible for the items in question. Before permission is granted by a related arts teacher for use of the equipment in the related arts area after school hours, the name, address and phone number of the person making the request should be given to the related arts teacher. No one should be allowed to use the related arts center or the equipment unless they have first contacted the related arts teacher.

Tools and all other small equipment such as hammers, pliers, brushes and pans should not be taken from the related arts center unless under the direction of the related arts specialist responsible for that particular equipment desired. If permission to use the equipment is granted, a sign-out sheet should be used to indicate where it will be and when it will be returned.

MUSIC ROOMS: Anyone wishing to use a music room must first obtain permission from the teacher responsible for the room. Under no circumstances, should any music equipment be disturbed. Questions should be referred to the music coordinator at the Board of Education office, 970 Madison Street.

MEDIA CENTERS: Requests for the use of media centers should be first approved by the librarian. Conditions for use will be determined by the individual librarian. Any requests for equipment should be approved by the librarian and an approved person will be assigned to supervise the use of equipment. Furniture and equipment must be left in proper order.

Any requests for summer use of the media centers by summer school or the recreation department must be approved by the media services coordinator at the Board of Education office.

CLASSROOMS: Use of classrooms must be approved by the teacher responsible for the room. Furniture must be left in order and materials in the room must not be disturbed.

In all of the above cases, after permission is granted by the teacher in charge of the room, permission must be granted by the building principal. Requests should then be directed to the Buildings & Grounds office, 541 Madison Street for final approval.

Appendix B

RENTAL RATES

| | | Middle Schools | Elementary Schools |
|---------------------------|----------------------------|-----------------------|---------------------------|
| Auditoriums | Up to four hours per date: | \$150.00 | \$ 75.00 |
| | Each additional hour: | \$ 30.00 | \$ 15.00 |
| | Event (per hour) | \$ 30.00 (*) | N/A |
| Gymnasiums | Up to two hours per date: | \$ 60.00 | \$ 30.00 |
| | Each additional hour: | \$ 30.00 | \$ 15.00 |
| Commons | Up to two hours per date: | \$ 60.00 | \$30.00 |
| | Each additional hour: | \$ 20.00 | \$15.00 |
| 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: | \$ 55.00 | \$ 55.00 |
| | Each additional hour: | \$ 20.00 | \$ 20.00 |

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.

Custodian Overtime Fee of \$32.00 per hour

Overtime rates may be charged to Rental Categories 2 and 3. (See Application Procedure).

(*) Middle School Auditorium Use:

An Engineer who oversees the operation is required to present to operate the equipment in the control room for those who will need full use of all of the equipment. **Under no circumstances anyone outside District 97 should have access to the control room.** If you will need a microphone the charge will be \$10.00 per mic. It will be an additional fee of \$35.00 per hour will be charged to have a Control Engineer present.

Appendix D

INDEMNITY FOR USE OF SCHOOL PROPERTY

In consideration of permission granted by School District 97, Cook County, Illinois, to the undersigned to use the following school facilities:

School _____ Room _____

Date(s) _____ Time _____

For the purpose of _____;

the undersigned hereby agrees to hold said School District 97 harmless and indemnified and to protect said School District from any claims for damages, or expenses of defending any such claim for damages of any nature resulting from the use of said premises by the undersigned, it's agents, representatives, invitees, or any other persons including, but not limited to, the repair of any damages to any school property, of any nature resulting from such use by the undersigned, it's representatives, agents, invitees or other persons as a result of such use.

DATED this _____ day of _____, 2017

Organization: _____

Signature of Applicant: _____

Address: _____

Home Telephone Number: _____

OAK PARK ELEMENTARY SCHOOL DISTRICT 97
PUBLIC SCHOOL PROPERTY USE REQUEST

Organization: _____

School Requested: _____

Dates Requested: _____

All dates must be listed separately

Time of Event: _____

Purpose: _____

Number of Persons Expected: _____ Admission fee (if any): _____

We, the undersigned, agree to comply with all rules of the Board of Education relating to the use of school properties (see attached rules and regulations) hereby assume responsibility for the enforcement of said rules during the time the building is being used.

Signed: _____

Applicant

Address

Day Phone

Signed: _____

Applicant

Address

Day Phone

1. Applicants must read all rules on the attached sheets.
2. This form must be filled out completely and returned to the Department of Buildings and Grounds, 541 Madison Street, Oak Park, Illinois 60302
3. On approval, or disapproval, a copy will be returned to the first applicant listed.
4. Invoices for rental of facilities will be issued by the District 97 Business Office. Payment is due upon receipt.

Questions concerning rental fees should be directed to the Director of Business, 708-524-5637.

For Office Use Only:

Approved: _____ Application Received (Date): _____

Disapproved: _____ Fee: _____

Supervisor of Buildings and Grounds _____ Invoice Date: _____

