

BUILDING USE GUIDELINES

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT #204

Crouse Education Center

P. O. Box 3990, Naperville, Illinois 60567
(630) 375-3000 Fax (630) 978-5200

To: 2021-22 District 204 Building Renters
From: Todd A. DePaul, Director of Building Operations

DISTRICT 204 BUILDING RENTAL PROGRAM

Indian Prairie School District 204 believes an important component of a public-school system is the use of district facilities by appropriate community groups. The first priority of using these facilities is for safe, efficient delivery of academic and extra-curricular activities for our students. It is also important to ensure the security of our students, staff and guests while protecting the building and equipment provided by our citizens. Therefore, the following guidelines have been established.

Each year a new application MUST be submitted. Please request only what you need to support your program. **Rental groups from the previous year, will be given priority for those facilities, days of the week and times for which they actually used during the 2019-20 school year.** Permits will then be processed after adjusting for those dates when our schools are not available. If you need more dates than you were approved for last year, a separate application for your additional needs must be submitted. (See page #3 for deadlines.) Canceling large portions of your requested dates after the fact will affect your priority status in the following year.

When submitting the rental application, return Building-Use Pages 1 thru 6 ONLY. Please be sure all six pages are filled out completely, or application may not be processed. Keep the Guideline pages for future reference; do not submit them with your Application. If your rental request is accepted, you must follow the guidelines on these pages.

WHAT K through 8th GRADE FACILITIES MAY I RENT?

1) Most District 204 facilities are available for rent, in accordance with limitations contained herein:

NO-RENT dates designated for specific School Events are determined each year for Elementary and Middle Schools. (School holidays are also included in building no rent dates.) To see this year's NO-RENT dates, go to Building Ops web site:
<http://www.ipSD.org/Subpage.aspx/BuildingRentals>

GYMS are seldom available at Brookdale, Cowlshaw, and Patterson elementary schools. Different no-rent dates may apply for these sites.

2) Generally, during the school year, schools are available Monday-Friday after school hours and on weekends:

a) **Elementary school GYMS** are available Monday-Friday from **6:30PM** - 9:30PM, weekends from 8:00 AM - 9:30 PM.

b) **Middle school GYMS** are available Monday-Friday from **7:30PM** - 9:30PM, weekends from 8:00 AM - 9:30 PM.

3) Elementary and Middle schools are available, on a very limited basis, from June 4 to July 31. (Please note that air conditioning is NOT maintained throughout these buildings during the summer months.) Middle school GYMS may NOT be available during this time period.

4) **No schools are available from August 1 – 31.**

5) See schools' On-Line Calendars for School Events which may impact requested date/times.

6) See existing Events in GYMS via link: <http://www.ipSD.org/Subpage.aspx/BuildingRentals>

**Organized athletic use for all Indian Prairie School District 204 Fields
(Elementary, Middle School and High School)
requires an approved Permit from District Office.**

Walk-on use is prohibited.

Fields are posted and trespassers will be reported to authorities.

K THROUGH 8th GRADE ATHLETIC FIELD USAGE:

The following schools have some athletic fields on District property that may be available for rental. ***Please note that there is only limited rental use of Middle School athletic fields.*** To schedule an activity at one of these District 204 fields, complete an application and submit per guidelines.

District 204 Fields

Brooks (*fields for school use only*)

Brookdale

Builta

Clow

Crone

Fischer

Gombert

Georgetown

Gregory

Hill

Longwood

May Watts

Patterson

Peterson

Scullen

Still

Spring Brook

Welch

Wheatland

White Eagle

Young

The following schools have no or very limited athletic fields but are adjacent to parks that do have athletic fields for use. Please note that rental requests for these park district fields would go through the appropriate park district.

Naperville Park District

Cowlshaw (Harris Fawell Park)

Fry (Tall Grass Park)

Graham (High Meadow Park)

Kendall (A. George Pradeli Park)

May Watts (May Watts Park)

Owen (Westglen Park)

Welch (Cantore Park)

Fox Valley Park District

Georgetown (Georgetown Park)

Gombert (Ridge Park)

McCarty (McCarty Park)

Steck (Breckenridge Park)

To schedule an activity on one of these athletic fields, please contact Fox Valley Park District (630) 897-0516.

To schedule an activity on one of these athletic fields, please contact Naperville Park District (630) 848-5000.

Application for the 2021-2022 school year:

Deadlines for submitting your packet to the Crouse Education Center by 3:30 PM on:

- June 4, 2021 - PTA events (use modified PTA-Application form)
- June 18, 2021 - Groups requesting the same the facilities, days of the week and times for which they were approved during the 2019-20 school year.
- July 2, 2021 - Groups that are either new to Indian Prairie School District #204 or existing renters who need more facilities, days of the week or times than what their group was approved for during the 2019-20 school year.
- February 11, 2022 – Spring Athletic Fields

Applications received from rental groups with an outstanding balance will not be processed until their account is paid in full.

Applications will be processed by category after the category deadline has closed. Applications received after the category deadline will be processed after all other applications received by the appropriate deadlines. Please bear in mind that due to the volume of applications received during this time period, processing may take longer than typical.

Deliver requests to:

Mail Address
Crouse Education Center
Indian Prairie School District 204
Attention: Building Rentals
P.O. Box 3990
Naperville, Illinois 60567

Hand Deliver Address
Crouse Education Center
Attn: Building Rentals
780 Shoreline Drive
Aurora, Illinois 60504
(in the Meadow Lakes Office Park)

If you are filing an application after the start of the 2021-2022 school year, you can mail, email PDF copy (204-buildingrentals@ipsd.org) or fax (630-978-5200) your packet to “Building Rentals” at the Crouse Education Center.

PREPARING and Changing YOUR RENTAL APPLICATION

Please follow these instructions when submitting an application. If not, it may be returned.

- 1) One building rental form is to be used for:
 - a) One event, held on one day/time in one building (i.e. Pine Tree Subdivision Homeowners Meeting; 8:00 PM; Hill Middle School; October 10, 2019)
 - b) One repeating event, held Monday - Friday, at the same repeating time in one building (i.e. Suburban Youth Basketball at May Watts School: List dates on page 3 of application.)
 - c) One repeating event held Saturday and/or Sunday, at the same repeating time in one building. (i.e. Soccer, Saturday and Sunday, 8:00 AM – 12:00 PM at Crone gym. List dates on page 3.)
- 2) You must return completed application pages: 1 thru 6. **Do not return copy of the Guidelines.** **After a Permit/Reservation has been established and is still current**, you can email 204-buildingrentals@ipsd.org to request changes, cancellations, or to add dates/rooms to that Permit. INCLUDE your RESERVATION No. and **allow 7 working days to process the request.** You will receive an email regarding your request.
- 3) Additional rental forms are available online at www.ipsd.org under the Building Operations department. Click link to 'Building Rental Information'.

- 4) Complete the 6-page Application using only capital letters, black ink, and one letter per box.
- 5) Where applicable, **ALL** pages must be filled out **completely, signed** and returned with the application along with your Certificate of Insurance ("COI").
Include your Certificate of Insurance ("COI"), see page 6 and 7 for specific requirements.
- 6) **For new Groups** to District 204, a compliant Certificate of Insurance (COI) **is required** with the application. Failure of Renter to provide required/renewal Certificate of Insurance does not release renter from confirmed rental room & personnel charges. Renter is obligated to pay for a confirmed booking when renter fails to provide a compliant COI.

A compliant COI must be on file for each rental date. Renter is responsible to provide a Renewal Certificate no less than 15 days before Expiration Date of COI on file at District. Failure may result in cancellation and billing of all dates not covered by a compliant Certification of Insurance.

- 7) The percentage of participant residency will be used to prioritize rental requests. This information is required on Application Page 2.
- 8) **All** information must be filled out on every application.
- 9) Please enter days accurately, and only those days you know you will use. Canceling large portions of your requested dates after Confirmation will affect your priority status in the following year. Holidays may be requested in some circumstances and will incur Custodial and other Personnel Overtime costs. All rentals are contingent upon availability of appropriate district personnel.
- 10) Please allow at least seven (7) school days for your application to be processed and a confirmation received. Applications received less than (7) school days before the requested rental date(s), may not be filled. Time is needed to evaluate and coordinate facility and personnel availability.
- 11) Renter's advertising **MUST** include statement: **"This program / activity is neither endorsed nor sponsored by Indian Prairie School District 204"**. Rental activities will not be reflected on the school's calendar.
- 12) Indian Prairie School District will NOT distribute paper copies of a rental group's registration or program materials.
 - a) **Not-for-profit** rental groups should refer to the district's online "e-Folder" at www.ipdsd.org for electronic distribution rules and procedures.
 - b) **For-profit** rental companies have the option of paying a marketing fee to post a flyer on a school's website. See the Building Rental section of the district's website at www.ipdsd.org/Subpage.aspx/BuildingRentals for electronic rules and procedures.

It may take up to 10 days to process before advertising can begin. Please plan your rental dates accordingly.
- 13) Unless there are unique circumstances beyond the control of the renter, you will be charged appropriate fees for each day listed on the Confirmed reservation.
- 14) **Cancellation** of a **specific date or part thereof** must take place no less than seven (7) days prior to the event date. **Written notice** should be emailed (204-buildingrentals@ipdsd.org) or faxed (630-978-5200) to the District Building Rental Secretary at the Crouse Education Center.
Please reference your Reservation number.

If less than 7 days **written notice**, the Renter will be responsible for cost of booked rooms and for personnel scheduled to support the Confirmed event.

Please note: District offices are closed on December 23, 2021 - January 7, 2022. Please plan accordingly during this period to allow adequate time for rental requests and change requests for dates in January.

- 15) School District 204 events (Category A1, A2, A3) have priority over categories B, C, D. The District reserves the right to reject, cancel, or reschedule any building rental in the best interest of the school district.
- 16) Doors will be unlocked, 15 minutes before the start time that is indicated for your event. (Page #1 of the Application Form) If you need earlier access, you need to indicate the time you want to access the building on the "Access to Building" line on Page #1 of the Application Form.
- 17) Estimated custodial time may be added before and after your access times. This is an estimate for building opening and clean-up requirements. **It is an estimate only.** Your final cost will be determined upon our receipt of custodial timesheets and will be reflected on your Invoice. Snow removal time for the designated walkway and entrance will be assessed as needed
- 18) When required by the appropriate health department, the District will daily disinfect all indoor occupied spaces after ALL scheduled activities have ended for the day. If your rental event is the ONLY activity scheduled, the personnel costs for this disinfecting will be charged to your group. The District does not have personnel available to disinfect between each group.
- 19) Due to liability concerns, Indian Prairie School District needs to provide snow removal services for our parking lots, drives and/or sidewalks when our facilities are being used. In most cases, this service begins when the snow event has ended. However, if Indian Prairie School District determines that snow removal services are needed, for your event, charges for plowing and/or de-icing will be charged to the rental group. These charges will be billed at the rate that is charged to the district by the snow removal contractor.

For weather related purposes, groups have the option of cancelling their event, no later than twenty-four (24) hours prior to the scheduled starting time. This is to be done both by email: 204-buildingrentals@ipsd.org and by calling 630-375-3073. **In this case only**, cancellation fees will **not** be charged to the group.

- 20) Invoicing:
 - a) All personnel charges shown on the Confirmation permit are estimates. A final invoice will reflect the personnel charges determined by actual timesheets. Events with custodial charges will be billed once actual charges are received. This may be 4-6 weeks after the event.
 - b) Sport groups and other multiple date groups will be invoiced midway and at the end of the reservation.
 - c) Church groups will be invoiced periodically.
 - d) Payment is due in 30 days. **A Second Notice will include a \$25 Late Fee.** After no response to a Second Notice, the debt is transferred to our Collection Agency. Any open rentals are canceled, and no future requests will be processed for the requester (neither person nor organization) until all delinquent invoices, fees and collection costs have been remitted to the District.

INSURANCE REQUIREMENTS FOR RENTAL OF FACILITIES

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. An umbrella/excess liability policy may be purchased to meet the required limit.

If the renter maintains broader coverage and/or higher limits than the minimums shown above, Indian Prairie School District #204 requires and shall be entitled to the broader coverage and/or higher limits maintained by the renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Indian Prairie School District #204.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

Indian Prairie School District #204, the board of education, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects Indian Prairie School District #204. Any insurance or self-insurance maintained by Indian Prairie School District #204 shall be excess of the Renter's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Indian Prairie School District.

VENDORS

Any vendor(s) that you hire must adhere to the same insurance requirements outlined above and provide a compliant COI. These requirements should be included as part of your contract with such vendor. Otherwise, the COI you provide must indicate that vendor services are covered. Please indicate on your application the names of the vendors you will be using and submit their compliant COI at least 2 weeks prior to your event. **Vendors without the proper documentation will not be allowed on District property.**

Food vendors and inflatable rentals have additional requirements. Please discuss with Building Operations when your application is submitted.

SAMPLE Certificate of Insurance (COI)

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/04/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). If Waiver of Subrogation is applicable, it only applies to the extent allowed by law.

PRODUCER	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED Your Group, organization, business name as shown on Application MUST be on this Document	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ \$ 2 M DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$ 4 M PRODUCTS - COMPROP AGG \$ COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ * \$ 1M AGGREGATE \$ W/C STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						District Requires HIGHER Coverage for: - Frequent use/bookings - Large Events - High School facilities District will consider Lower coverage for small events or meetings. Contact District for Coverage Required for Your Event. (SHARE THIS SAMPLE WITH YOUR AGENT)
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				Y/N	N/A	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 It is understood and agreed that Indian Prairie School District #204, The Board of Education and employees are added as Additional Insureds relating to the use of school premises. This coverage shall be provided on a primary non contributory basis without regard for other insurance that the Indian Prairie School District #204 may carry.

< ----REQUIRED WORDING ---- >

CERTIFICATE HOLDER Indian Prairie School District #204 780 Shoreline Drive Aurora, IL 60504	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: _____ <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;">MUST BE SIGNED</div>
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GENERAL RENTAL PROCEDURES

- 1) The presence or consumption of alcoholic beverages are not permitted anywhere on school district property (either on the grounds or inside buildings).
- 2) Smoking, vaping, e-cigarettes, marijuana or tobacco are also not permitted anywhere on school district property (either on the grounds or inside buildings). The term "tobacco" means cigarettes, cigars, pipes or tobacco in any form. Including smokeless tobacco, which is any loose, cut shredded, ground, powdered, compressed or leaf tobacco intended to be placed in the mouth without being smoked.
- 3) Concealed firearms may not be carried into any building, real property and/or parking areas under the control of Indian Prairie School District #204.
- 4) If an incident occurs, during your event, that requires police, fire or EMS response you are to immediately notify Indian Prairie School District both by email: 204-buildingrentals@ipsd.org and by calling 630-375-3073. Please be advised that Indian Prairie School District will support and cooperate with local police, fire and EMS personnel. If after investigation, Indian Prairie School District, determines the incident to be of a serious nature it may choose to pursue criminal prosecution as well as denying future access to ether the entire group, individual participants and/or individual spectators.
- 5) Open flames are prohibited on School District 204 property (examples: candles, Sterno, incense, grilling, etc.).
- 6) Use of District/school's technology, network, electronics, and athletic equipment are not provided to rentals.
- 7) Only water in a water-bottle is allowed in the gym. Food, beverages, craft glue, paint, all liquids are not allowed in gymnasiums. Renter is responsible to monitor participants and spectators and enforce this policy. Additional costs to clean up food or liquids will be billed to renter.
- 8) Black-soled shoes may not be worn on any gym floors. Cost to remove scuff marks will be billed to Renter.
- 9) Petting Zoos, Animal Rides and/or Fireworks are not permitted on school district property at any time.
- 10) Except for 'Conditioning' practices, traditional outdoor sports (baseball, softball, Lacrosse, etc.) are not allowed in our indoor facilities. Specifically, the use or presence of any related ball, bat or stick is not allowed. Violation may result in immediate termination of the Rental Permit and future requests may be denied.
- 11) The renter must provide adequate adult supervision for all those participating and attending the event. This supervision begins with arrival of the first participant and ends when the last participant or spectator leaves the premises. Rental groups must have a supervisory plan that includes, but is not limited to, appropriate supervision of children and spectators in the activity area (gym, MPR / Commons, auditorium, etc.) and in auxiliary areas (hallways, washrooms, etc.).

The plan must be clearly articulated in writing to the Renter's immediate supervisor. It must include appropriate behavioral expectations and adequate consequences to protect both the safety of participants, attendees, and school property.

As needed, rental groups may be asked for a copy of the supervisory plan. Failure to provide a copy may result in loss of use of the facility.

In order to properly account for students, a school may require an emailed Roster prior to each booking date in their building.

Typically, when a supervision problem occurs, a building administrator or his/her designee will contact the renter to discuss the problem and its resolution. Repetition may lead to contact from Building Operations personnel, which may result in termination of the contract.

- 12) Payment for damage to school district property caused by the renter will be the responsibility of the renter on the Application form. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
- 13) The Board of Education or its agent(s) reserves the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the District.
- 14) Parking is prohibited in all fire lanes and the circle drives in front of the schools. Please use parking lots before parking in the street.
- 15) All set-up/take-down and movement of school equipment must be done by District custodians.
- 16) **During a weather related or other emergency school closing, rental events might be canceled. Renters are to monitor www.ipsd.org (District web site) for announcement of canceled after-school events and/or Building Rental events.**
- 17) Specific Requirements Concerning the Coronavirus Pandemic or other Communicable Diseases. The following requirements apply during the 2021-22 school year and future school years as applicable
 - a. Use of District's 204 facilities is subject to all requirements, guidelines, and procedures that may be applicable due to either the current coronavirus pandemic or other communicable diseases.
 - b. District 204 cannot warrant any facilities or equipment to be free from the coronavirus or any other communicable disease. Participation in this event may increase the risk of contracting coronavirus or other communicable diseases.
 - c. Currently effective requirements include:
 1. Use of appropriate personal protective equipment (PPE), including face coverings, is required:
 - i. In District buildings, and
 - ii. In outdoor facilities when social distancing cannot be maintained.
 2. Social distancing must always be observed.
 3. Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter District 204's facilities or property.
 - d. The above requirements may change based on Federal or State requirements, public health guidelines, or District 204's procedures. District 204 will notify the Reservation Contact in writing of any changes in procedures.
 - e. The Reservation Contact is responsible for complying with the applicable requirements, and for ensuring that its participants, members, guests, employees, and contractors also comply with the applicable requirements.
 - f. The Reservation Contact must notify District 204 as soon as practicable if the Reservation Contact becomes aware of a participant who tested positive for COVID-19 or is suspected of having COVID-19 and who was present in District 204's facilities or property.
 - g. The renter is required to enforce the maximum number of individuals that may gather in any one place as determined by either the State of Illinois, local health departments or other authorities having jurisdiction.
 - h. Organizations that wish to access the School District's facilities must submit a plan that addresses procedures for program implementation during the public health emergency, including compliance with the then-current pandemic-related requirements.
 - i. District 204 reserves the right to add or change requirements relating to the use of its facilities at any time for reasons that include (but are not limited to) restrictions relating to pandemic

conditions, provided that District 204 notifies the Reservation Contact in writing of any changes in procedures affecting this event

EVENT CATEGORIES

Category A1 School-Sponsored Activities

EXAMPLES: all School District 204 programs; (Intramural sports, extra-curricular sports, performance groups where the coach/sponsor/adviser is paid a District 204 stipend for said coaching/sponsoring/advising); PTA, IPPC, IPEF meetings/events

FACILITY FEE: No. PERSONNEL FEE: No (note: An activity requiring custodial overtime must receive prior approval by the building principal or designee.)

Category A2 School-Business Partnerships & Agreements

EXAMPLES: School-Business Partnership activities, Approved Non-stipend school clubs/athletics, Intergovernmental Agreements, School Board approved Partnerships, Regional Office of Education, Police and Fire Training, Government Agencies (for official business activities only).

FACILITY FEE: No. PERSONNEL FEE: Yes: All non-school days and others as determined by the District.

Category A3 Approved Extra-Curricular 204 Activities

These are activities that are approved by district administration that directly supplement our extra-curricular programs. EXAMPLES: Summer camps (sport, music, drama, speech, etc) and Private Music Lessons.

FACILITY FEE: Yes. (Percentage of revenue instead of hourly rates.) PERSONNEL FEE: No. An activity requiring custodial overtime must receive prior approval by the district.

Category B Community Programs for Students

EXAMPLES: park district youth programs; youth athletic association programs; YMCA youth groups; scouting groups*; athletic clubs, i.e.: swimming, wrestling, soccer, football, etc; curricular clubs, i.e.: drama, music, speech, etc. Cultural schools and educational classes (ie. Art, Chess, Music, etc) providing instructional classes for District-only students, etc. (* Scouts are charged \$20 for up to 18 regular small group meetings (12 or less total attendees), in MPR or Stage. Small group meetings may be co-scheduled with other small scout groups. Large group (13+) scout meetings, events and use of other rooms, are booked and invoiced at Category B hourly room rates, applicable fees and personnel costs.)

FACILITY FEE: Yes.

PERSONNEL FEE: Yes: For all non-school days and others as determined by the District or per documented Agreements.

Category C Community Programs for Adults

EXAMPLES: park district adult programs; YMCA adult programs; Homeowners association; adult-related programs; adult recreation groups; Church services; federal, state, local elections.

FACILITY FEE: Yes.

PERSONNEL FEE: Yes: For all non-school days, personnel not normally scheduled and others as determined by the District

Category D Private Business Usage and/or Fee Required Activities

EXAMPLES: activities/programs where donations, fees, admission or implied charges may occur for any individual who is solicited to attend; University, College, Religious classes, Fund Raisers, swim club Meets, wrestling club Meets, Cultural Performances, Demonstrations, etc.

(note: "Non-profit" status groups may be included in this category.)

FACILITY FEE: Yes

PERSONNEL FEE: Yes: For all non-school and other days as determined by the School or District.

Note 1: Facilities cannot be rented for individual or family purposes.

Note 2: A rental Event will be re-categorized and appropriate charges applied when the Event does not meet the requirements of original category assigned to/by the organization.

FACILITY FEES

(Effective July 1, 2021 through June 30, 2022)

Elementary Schools

<u>Facility classification</u>	<u>Category AA1,A2</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Elementary classroom	no charge	12.00/hr	15.00/hr	24.00/hr
Elementary standard gym	no charge	15.00/hr	25.00/hr	45.00/hr
Elementary Double-gym ***	no charge	22.50/hr	37.50/hr	60.00/hr
Elementary LMC	no charge	15.00/hr	20.00/hr	35.00/hr
Elementary M-P-R (*) +note 6	no charge	12.00/hr	20.00/hr	32.00/hr
Elementary stage (*)	no charge	10.00/hr	12.00/hr	24.00/hr
Field use ** ++ +++	no charge	10.00/hr	10.00/hr	10.00/hr

(*) Due to the large demand for multi-purpose rooms and stages use by Brownies, Girl Scout and Boy Scouts, these small groups (12 or less) may be required to share these areas at times.

*** Elementary Double Gyms:

Brookdale, Builta, Cowlshaw, Fry, Kendall, Owen, Patterson, Peterson, Welch, Young

Middle Schools

<u>Facility classification</u>	<u>Category A1,A2</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Classroom	no charge	12.00/hr	15.00/hr	25.00/hr
Commons (*) +note 6	no charge	20.00/hr	30.00/hr	60.00/hr
Competition Wood Gym	no charge	27.50/hr	57.50/hr	100.00/hr
Aux Tile Gym – only at Hill, Gregory, Fischer	no charge	15.00/hr	30.00/hr	60.00/hr
LMC (Library Media Center)	no charge	20.00/hr	30.00/hr	60.00/hr
Stage (*)	no charge	10.00/hr	15.00/hr	25.00/hr
Fields ** ++	no charge	20.00/hr	20.00/hr	20.00/hr
Gregory Middle School – Field A (where group maintains infield, also requires a separate field maintenance agreement)	no charge	10.00/hr	10.00/hr	20.00/hr

** see page 2 for available fields

++ Organized Athletic use of any fields requires a Permit and Insurance.

+++ All non-school use of Brooks field is prohibited.

High Schools

<u>Facility Classification</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Atrium, (WVHS only)	25.00/hr	50.00/hr	75.00/hr
Auditorium (see note 6)	50.00/hr	75.00/hr	150.00/hr
Auditorium dance floor	400.00	400.00	400.00
Classroom, Hallway, Aud. Lobby	15.00/hr	20.00/hr	30.00/hr
Commons (see note 6)	25.00/hr	50.00/hr	75.00/hr
Student Cafeteria (see note 6)	25.00/hr	50.00/hr	75.00/hr
Small forum room: NV C200,C204,H128	20.00/hr	40.00/hr	60.00/hr
Small forum room: Metea F214,F216	20.00/hr	40.00/hr	60.00/hr
Large forum room: Neuqua: C202	25.00/hr	50.00/hr	75.00/hr
Large forum room: Metea: F215	25.00/hr	50.00/hr	75.00/hr
Main gyms: (MV & NV)(see note 6)	40.00/hr	80.00/hr	130.00/hr
Main gym: (WV) (see note 6)	30.00/hr	60.00/hr	100.00/hr
Auxiliary gyms (MV & NV)(note 6)	30.00/hr	60.00/hr	100.00/hr
Auxiliary gym (WV) Fieldhouse	40.00/hr	80.00/hr	130.00/hr
Wrestling gym	20.00/hr	30.00/hr	60.00/hr
Auxiliary, Badminton gyms	30.00/hr	60.00/hr	100.00/hr
Swimming Pool (see notes 5, 6)	50.00/hr	100.00/hr	150.00/hr
Diving Well	25.00/hr	50.00/hr	75.00/hr
Timing Clock	200.00/day	200.00/day	200.00/day
Designated Field(s)	50.00/hr	50.00/hr	50.00/hr
Stadium Press Box (MV, NV, WV)	100.00/4hrs	150.00/4hrs	200.00/4hrs
Stadium Lights (MV, NV, WV)	100.00/4hrs	100.00/4hrs	100.00/4hrs
Stadium Track (MV, NV, WV)	200.00/4hrs	600.00/4hrs	1,200.00/4hrs
Tennis Courts (MV, NV, WV) (only 10 courts at NV per park district agreement)	200.00/8hrs	400.00/8hrs	600.00/8hrs
Synthetic Turf Field (MV) (see note 4)	1,200.00/4hrs	1,800.00/4hrs	2,400.00/4hrs

GENERAL RENTAL NOTES:

- Note 1: Fractions less than ½ hour of building rental will be rounded up to the nearest ½ hour.
- Note 2: Custodians will wait a minimum of two (2) hours beyond the contracted starting time. The renter will be obligated to pay personnel and/or custodial fees equal to a minimum of two (2) hours each, and ½ the room(s) rental cost.
- Note 3: a. **Only district custodians** may set up, take down, or otherwise move any school equipment such as chairs, tables, video carts, etc.
 b. Custodial charges will be the renter's responsibility in Categories A2, A3, B, C, and D.
 c. Final billing may include set up and/or take down time not included on the original permit estimate when it is shown on the actual time sheet of the custodian(s) working at the rental.
- Note 4: Rental of the MV Synthetic Turf Field includes use of the Home/Guest bleachers and restrooms. Additional requirements include:
- Personnel fees for Site Supervisor and Custodian determined by District.
 - \$400 turf clean up charge for body fluid spill if necessary.
 - Requires a \$500,000 Property Insurance Policy in addition to the general liability insurance requirements.
- Note 5: Pool rental: Life Guard Certificates must be submitted with the Rental Application.
- Note 6: Food Concessions:
 Other than for distribution of catered food provided by a licensed restaurant or pre-packaged foods (pizza, sandwiches, etc.), a Permit from the County Health Dept. is required from the renter no less than 10 days prior to the event for any other foods prepared for distribution before, during, or after the event. Review your County's requirements:
 County Health Dept. links: DuPage <http://www.dupagehealth.org/permits>
 Will <http://www.willcountyhealth.org/en/do.jsp?id=53>

PERSONNEL FEES

Note: For Monday through Friday activities while school is in session, custodial charges are typically not assessed. However, if your event requires a clean-up, set-up or take down that significantly impacts a custodian's ability to do his/her regular duties, appropriate charges will be applied. The renter is responsible for payment of any necessary custodial overtime charges and charges for other personnel assigned to their rental event.

On days when custodial staff are not normally scheduled, the minimum rental time will be 1 hour. The custodial charges assessed will include **at least** 30 minutes prior to your access time and 30 minutes after your rental ends to properly open and close the facilities. Setup requirements and preparing the space for school use again after your event may affect these times and will be reflected as accurately as possible in your estimate. Final costs will be billed based on the receipt of custodial timesheets.

	Saturday or any other overtime	Sunday or School designated holidays
Custodians or maintenance personnel	\$45.00/hr	\$60.00/hr
Support personnel: Site Supervisor, Pool/Auditorium Dir.	\$31.00/hr	\$31.00/hr
Student technicians; sound/light auditorium technicians, pool/safety personnel.	\$11.00/hr *	\$11.00/hr *

*Subject to increases to the Illinois Minimum Wage Rate

If you have any questions, please write, Indian Prairie School District 204, Crouse Education Center, Attention: Bldg. Operations, PO Box 3990, Naperville, Illinois 60567 or email 204-buildingrentals@ipsd.org.

A fax, letter or e-mail allows time to research your question in a more thorough, prioritized manner. We will reply as soon as possible.

- d. "The Organization's Participants" includes the Organization's members, guests, employees, and contractors.
2. I am authorized to sign this Application on behalf of the Organization identified above, and my signature is binding on the Organization.
3. I have read and agree to abide by the requirements set forth in this Application and the School District's Building Use Guidelines.
4. I understand that the Organization must comply (and must ensure that the Organization's Participants comply) with all applicable statutes, rules, regulations, Executive Orders, public health requirements, School Board policies, and School District procedures relating to the Activity.
5. I understand that the School District reserves the right to add or change requirements relating to the use of its Facilities at any time. I acknowledge that requirements may change for reasons that include (but are not limited to) restrictions relating to pandemic conditions.
6. I understand that the School District reserves the right to cancel any building rental if warranted, as determined by the School District in its sole discretion. I understand that cancellation may be warranted for public safety reasons or other reasons determined by the School District.
7. My signature on this Application and issuance of a Confirmation for my rental constitutes a written agreement which requires Indian Prairie School District #204, the Board of Education, and its employees to be added as Additional Insureds relating to the use of school facilities, for coverage on a primary, non-contributory basis without regard to other insurance that the School District may carry.
8. I acknowledge that there is a risk of injury to the Organization's Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
9. I acknowledge that participation in the Activity involves risks of exposure to communicable diseases, including (but not limited to) COVID-19. In addition:
 - a. I acknowledge that participating in the Activity may increase the risk of contracting a communicable disease, including (but not limited to) COVID-19.
 - b. I also understand that there are potential risks that may presently be unknown.
 - c. Because of the dangers of participating in the Activity, I recognize the importance of complying, and agree that the Organization and the Organization's Participants will fully comply, with the applicable laws, policies, rules, regulations, CDC guidelines, and supervisor's instructions regarding participation in the Activity (collectively referred to as "directives"), including directives pertaining to social distancing precautions, face coverings, physical separation, sanitization, non-participation if feeling ill, and non-participation in the event of a temperature above the CDC recommended level.
 - d. I acknowledge that the School District cannot warrant any facilities or equipment to be free from COVID-19 or any other communicable disease.
10. I understand that the Organization's Participants are expected to act appropriately and to comply with all terms and conditions for participation in the Activity, including (but not limited to) all safety rules. I acknowledge that the Organization assumes full legal responsibility for the conduct of the Organization's Participants while participating in the Activity.

Building Use – Page 3 of 6

11. I acknowledge that the Organization and the Organization's Participants assume all risk of injury or illness from participation in the Activity. The Organization hereby waives and releases all claims of any kind whatsoever against Indian Prairie Community Unit School District No. 204 and its Board of Education, Board members, employees, volunteers, and agents, for any such injury or illness.
12. In addition, the Organization hereby waives and releases any and all claims that may arise from or in connection with the Activity, and that otherwise could be asserted against Indian Prairie Community Unit School District No. 204 or its Board of Education, Board members, employees, volunteers and/or agents.
13. The Organization agrees to indemnify and hold harmless Indian Prairie Community Unit School District No. 204 and its Board of Education, Board members, employees, volunteers and agents, against and from any and all liability, damages, claims, demands, costs and expenses (including attorneys' fees) that may arise from or in connection with the Activity.
15. The Organization DOES NOT have sublet rights.
16. The Organization is responsible for damages to school property related to their use of the Facilities and for payment of all invoices related to their Activity.
15. I have read this Application and Signature Section (including the waiver/release/hold harmless provisions), and on behalf of the Organization I acknowledge that I understand and voluntarily accept these terms.

Signature of Organization Representative

Date

Print Name

Title

Also attach a plan that lists your Organization's procedures for program implementation during the pandemic. The plan must explain how you will comply with the applicable public health requirements, including all requirements identified on Page #9, in Item #17 in the General Rental Procedures section of the Outdoor Use Guidelines document.

Recurring Event Form: For Same Times shown on Page 1 of 6

Use one "Recurring Event Form" for all Monday-Friday requests.

Use separate form(s) for all Saturday-Sunday requests.

Mo/DY/YR

**Start Date or
Single Event**

Date 2

Date 3

Date 4

Date 5

Date 6

Date 7

Date 8

Date 9

Date 10

Date 11

Date 12

Date 13

Date 14

Date 15

Date 16

Date 17

Date 18

Date 19

Date 20

Date 21

Date 22

Date 23

Date 24

Date 25

Date 26

Date 27

Date 28

Date 29

Date 30

Date 31

Date 32

Date 33

Date 34

Date 35

Date 36

Date 37

Date 38

Date 39

Date 40

Date 41

Date 42

Date 43

Date 44

Date 45

Date 46

Date 47

Date 48

Date 49

Date 50

Helpful Notes concerning DATES or TIMES:

Set-Up Request for your event ? Yes No

NOTE: Renter's Access to "kitchens" and use of District/School extension cords, electronic equipment, computers, projectors, internet, etc., are not permitted.

Please draw Set up Diagram or write Description of Requested Support:

If Basketball, requested Net Height: _____ (if baskets are adjustable)

Vendors for this Event: **All vendors must have compliant COI on file with the District Office**

For Office Use Only:

LARGE Events and Holiday/Weekends may require following:

In Any School:	Maintenance Worker	<input type="radio"/> Yes	<input type="radio"/> No		
	Site Supervisor	<input type="radio"/> Yes	<input type="radio"/> No		
In High Schools:					
Projectionist	<input type="radio"/> Yes	<input type="radio"/> No		Auditorium or Pool	
Sound Technician	<input type="radio"/> Yes	<input type="radio"/> No		Director	<input type="radio"/> Yes <input type="radio"/> No
Light Technician	<input type="radio"/> Yes	<input type="radio"/> No			

Forward 6-page APPLICATION and Insurance Certificate via Mail, Email or Fax to:

Indian Prairie School District 204, Crouse Education Center, Attention: Building Rentals
P. O. Box 3990, Naperville, Illinois 60567
Office: (630) 375-3775
fax: (630) 978-5200 e-mail PDF to: 204-buildingrentals@ipsd.org