

## PTA 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

For: 2022-2023 **PTA / PTSA Events** From: John Robinson, Director of Building Operations

#### **DISTRICT 204 BUILDING USE Process & Application**

All PTA activities outside of normal school hours or events that involve outside vendors are to be confirmed via the Building Use Application.

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

### **PTA/PTSA Application for the 2022-2023 school year:**

**PTA representatives should consult with the school Principal for an agreement of their planned events for the coming school term. Once finalized, a Building Use Request Form shall be completed, initialed by the Principal, and submitted to District Building Operations for processing and confirmation.**

Please note, that in order for an event to be covered under PTA insurance it MUST meet the following requirements of a PTA Sponsored Event:

(information taken from the PTA's Insurance Guide)

1. The event must be voted on by the PTA
2. The event must be approved by the PTA
3. The event must be scheduled by the PTA
4. The event must be planned by the PTA
5. The majority of the manpower must be provided by PTA members

After the above requirements are met and after obtaining the building principal's agreement, the PTA is to complete the District's PTA Building Use Request Form and submit it to the District's Building Operations Department. The building principal needs to initial the top of the Building Use Request Form.

Should a PTA want to invite a company to host an after-school enrichment program that does not meet the above PTA requirements, the invited company should complete the District's Building Rental Application as an Event Category - B Group (being subject to appropriate facility and personnel fees) along with the option of paying the for-profit marketing fee of \$200 to receive 4 weeks of advertising through the school listserv.

**Deadline to submit 2021-22 School Year PTA Building Use Requests to the Crouse Education Center is:**

**July 20, 2022**

**PTA Applications received after this deadline will compete with other Rental applications based on receipt-date of the rental applications.**

**Please 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)**

**Email PDF:**  
**204-buildingrentals@ipsd.org**

**Or FAX (630) 978-5200**

**If you are filing an application after the start of the 2022-2023 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 BUILDING REQUEST APPLICATION**

Please follow these instructions when submitting an application to avoid delay in processing.

- 1) Use separate forms for:
  - a) One event, held on one day/time (i.e. PTA Science Fair, 5-9 PM; October 10th, 2019)
  - b) Repeating event: ie., after school PTA meetings, held at the same time, for dates listed in Date Column.

**Once a Permit/Reservation has been established**, the permit owner can email *204-buildingrentals@ipsd.org* to request changes, cancellations, or to add dates/rooms to that Permit. **INCLUDE** your **RESERVATION** number and allow 7 working days to process the request. You (the reservation owner) will receive an Email regarding the request.
- 2) "Times": ACCESS time is when you want access to the room. EVENT TIME defines Event Start and End timeframe. (The EVENT TIME is what appears on the online school calendar.)
- 3) Additional rental forms are available online at home page (www.ipsd.org), and click link to 'Building Rental Requests'.
- 4) Complete Building Use request form using only capital letters, black ink, and one letter per box.
- 5) Please allow 7 working days to process Applications.
- 6) **A compliant PTA Insurance COI must be renewed and provided to District before October 1<sup>st</sup> each year.**
- 7) Insurance  
Each PTA must provide a certificate of insurance identifying Indian Prairie School District 204 (780 Shoreline Drive, Aurora, IL 60504) as the Certificate Holder along with the following requirements:

- Limits of Insurance of “Each Occurrence” of \$1,000,000 and a “General Aggregate” of \$2,000,000.
- Must request additional coverage that includes the following language: **“Indian Prairie School District #204, the Board of Education and employees are added as additional insureds on the General Liability only relating to the use of school premises. This coverage shall be provided on a primary non-contributory basis without regard for other insurance the District may carry.”**

Refer to “AIM’s Playlist of Events” (Current PTA Insurance provider) **Blue** – Play indicator are covered events. **Yellow** – Pause indicator are events to use caution about and **Red** – Stop indicator are events that you need to contact AIM to discuss.

## 8) Vendors and Insurance

Per notification from AIM (PTA insurance provider) **if a vendor is paid** for their service, the **vendor is not covered under PTA insurance**. Vendors should have their own insurance and make sure their business/employees are properly covered. Vendors are only covered under PTA insurance if they are volunteering their time or resources.

However, event **attendees are covered** if they become injured by the vendor’s services **during a covered event**. Compliant COIs from vendors will only be required for high risk activities – please discuss your anticipated vendors with Building Operations to determine if a COI will be required or not.

Note – COIs and state inspection reports/stickers will always be required from vendors who rent inflatables regardless. Please see below.

- Vendors requiring a certificate of insurance must include the required additional insured language:

**“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 the District may carry.”**

General liability limits for vendors are currently \$1 million occurrence and \$2 million aggregate; except for inflatables or other high risk events (as determined by Indian Prairie School District) which are \$2 million occurrence and \$4 million aggregate.

- For events marked with a double asterisk “\*\*” on the following page (bounce houses or other inflatables) the school district is requiring the following:
  - **MUST** provide a Certificate of Insurance naming the District as additional insured with the required limits and additional insured language (see above).
  - **MUST** provide copies of state inspection reports and equipment that has a current inspection “sticker” indicating that it can be used for “Public” events.

**Use this list from your AIM Insurance Guide to determine level of risk and need for additional documentation.**



**AIM's Playlist of Events**

**STOP:** This activity is potentially excluded from your policy. Contact AIM for more details

**PLAY:** Covered event

**PAUSE:** Use Caution. Even though this event is potentially covered under your policy, this is a high risk event and you need to take extra precaution when hosting

- |                                 |                           |                                    |
|---------------------------------|---------------------------|------------------------------------|
| After School Programs           | Confetti Eggs             | Mechanical/Motorized Rides         |
| Archery                         | Costume Parties           | **  Moon Walks                     |
| Aircraft                        | Cow Bingo                 | Open Houses                        |
| *  All Night Lock-Ins           | Crossing Guards           | One Day Athletic Events            |
| <del> Animal Rides</del>        | Drones                    | Parent Education                   |
| Apple Bobbing                   | *  Dunk Tanks             | Pee Wee Golf                       |
| Arts & Crafts Activities        | Egg Toss                  | Performing Arts                    |
| Asbestos Exposure               | Enrichment Programs       | <del> Petting Zoos</del>           |
| Athletic Leagues, Clinic, Camps | Face Painting             | Picnics                            |
| ATVS                            | Family Portraits          | Pizza Night                        |
| Auctions                        | Fashion Shows             | Ring Toss                          |
| Babysitting at Meetings         | Fireworks                 | *  Rock Climbing Walls             |
| Bake or Food Sales              | Fishing (from land)       | Rocketry                           |
| Balloon Artists                 | Food Sales                | Sale of Weapons                    |
| Baseball Toss                   | Fortune Telling           | Science Fairs                      |
| Beautification Projects         | Fun Runs                  | *  Skating Rink (Roller & Skating) |
| Bike Rodeos                     | Gift Wrapping             | Spelling Bees                      |
| Book Fairs                      | Golf Tournaments          | Sumo Wrestling                     |
| **  Bounce Houses               | Grad Nights               | Swim Parties                       |
| Bowling                         | Haunted Houses            | Talent Shows                       |
| Broom Hockey                    | Hobby Shows               | Transportation                     |
| Bungee Jumping                  | Hot Air Balloons          | Trailers (Detached or Non-Owned)   |
| Cake Walks                      | Ice Cream Socials         | Workers Compensation               |
| Candy/Wrapping Paper Sales      | **  Inflatables Slides    | Workshops                          |
| *  Carnivals                    | Jail Auction Line Dancing | Zip lining                         |
| Colored Sand Painting           | Litter Cleanup            |                                    |
| Concession Stands               | Magic Shows               |                                    |

Note: If you do not see an event you are having on this list, please call AIM to verify coverage.

\* Need COI from Vendors that meet IPSD 204 requirements.

\*\* Need COI plus valid State Inspection Report and verify valid inspection sticker on device upon delivery.

**Page 6 of your AIM Insurance Guide.**

**If you do not see an event you are having on this list, please call AIM to verify coverage.**

**The majority of STOP activities, along with animal rides and petting zoos, are not permitted on District property.**

**\*\* Vendor MUST supply equipment with a current inspection report/sticker for public events.**

## **GENERAL Building Use Regulations**

- 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 either 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) 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.

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.

- 11) 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.
- 12) 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.
- 13) 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.
- 14) All set-up/take-down and movement of school equipment must be done by District custodians.
- 15) **During a weather related or other emergency school closing, rental events might be canceled. Renters are to monitor [www.ipsd.org](http://www.ipsd.org) (District web site) for announcement of canceled after-school events and/or Building Rental events.**
- 16) A custodian will meet you at the door at the reserved time indicated on your reservation 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) 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. The District does not have personnel available to disinfect between each group.
- 18) Specific Requirements Concerning the Coronavirus Pandemic or other Communicable Diseases.
  - 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. Groups must check the [ipsd.org](http://ipsd.org) website for current Mitigation Strategies.
  - 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
- 19) 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 PTA no less than 10 days prior to the event for any other foods prepared or distributed before, during, or after the event. Review your County's requirements.

If you have any questions, please write, Indian Prairie School District 204, Crouse Education Center, Attention: Bldg. Operations, P. O. Box 3990, Naperville, Illinois 60567 or fax (630) 978-5200 or email [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@ipsd.org).

RSVN#: \_\_\_\_\_

Principal's Initials         

### Indian Prairie School District #204

#### PTA – PTSA Building Use Application Request for year 2022-2023

**PLEASE Follow:** 1) Use only capital letters, 2) Use only black ink, 3) One form may be used for a “one time” event, OR an activity that repeats itself Mon-Fri or Sat-Sun, at the same time. Otherwise, separate forms must be used.      **\*\*Incomplete forms will delay processing.**

**School / Building** requested: \_\_\_\_\_

#### Event Title/Purpose of Activity


#### Mark Rooms Desired:

- MPR multi-purpose (Elem school)       Commons (Middle School)       LMC       Field       Parking Lot
- Stage (Elem, & Middle schools)       Cafeteria (High Schools)       Gym ( \_\_Main \_\_ Aux)
- Classrooms- Name/numbers \_\_\_\_\_

**Start Date or Event Date:** \_\_\_\_\_ (list all DATES below)

**Event Start Time** \_\_\_\_\_  am  pm      **Event End Time** \_\_\_\_\_  am  pm  
(These are the times that are displayed on the online calendar in connection with this event.)

**Reserved Start Time** (=Access to building, must be earlier than Event Start Time) \_\_\_\_\_  am  pm

**Reserved End Time** (=Exit building, must be later than Event End Time) \_\_\_\_\_  am  pm  
(These are the times you need access to the space/building to setup before or cleanup after event.)

#### Dates for Repeating Events:

	Month	/	Day	/	Year
<b>Start Date or Single Event</b>		/		/	
Date 2		/		/	
Date 3		/		/	
Date 4		/		/	
Date 5		/		/	
Date 6		/		/	
Date 7		/		/	
Date 8		/		/	
Date 9		/		/	
Date 10		/		/	
Date 11		/		/	

#### Set-Up NOTES:



**Use DARK PEN/PENCIL & Print Clearly.**

**Reservation Contact:**

Contact Name																						
Address (not PO Box)																						
City													State					Zip				
Phone				-																		
EMAIL																						

**Secondary Contact (Optional):**

Contact Name																						
Address (not PO Box)																						
City													State					Zip				
Phone				-																		
EMAIL																						

The following information **must** be filled out completely.  
 If exact numbers are not known at this time, your best prediction of numbers must be stated.

1. Estimated total number of participants (staff and guests) for this event...
2. Estimated number of total participants for this event who are District 204 residents...


- District custodial staff will be responsible for the set-up, movement and breakdown of school equipment allowed for use. Please submit set up needs with appropriate advance notice.
- Other rules and conditions apply as defined in PTA Building Use Guidelines.
- Upon approval, PTA Requester will receive a CONFIRMATION email reflecting specific dates, times, locations, assets, conditions booked for the Event(s).

**Signature Section**  
*(Including Waiver, Release, and Hold Harmless)*

The undersigned acknowledges and agrees as follows:

1. For purposes of this Signature Section (including the waiver/release/hold harmless provisions):
  - a. "The School District" means Indian Prairie Community Unit School District No. 204.
  - b. "Facilities" means buildings, grounds, and any other property of the School District.
  - c. "The Activity" means the Organization's use of the School District's Facilities.
  - 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 PTA 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.
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.
14. 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.

PTA/PTSA for \_\_\_\_\_  
 School Name

\_\_\_\_\_  
 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 Pages #6 & #7, in Item #18 in the General Building Use Regulations section of the PTA Building Use Guidelines document.

**NOTE: THE ORGANIZATION/APPLICANT LISTED ABOVE IS RESPONSIBLE FOR THE ACTIONS OF ITS MEMBERS and ATTENDEES, ANY DAMAGE TO SCHOOL PROPERTY RELATED TO THE REQUESTED BUILDING USE.**

**Forward the 4-page PTA BUILDING USE APPLICATION via mail, email or fax to:**  
 Indian Prairie School District 204, Crouse Education Center, Attention: Building Operations  
 P.O. Box 3990, Naperville, IL 60567  
 Office: (630) 375-3070 Fax: (630) 978-5200 Email: 204-buildingrentals@ipsd.org

**Provide name, address, and contact information of vendors for this event:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 -

***PTA Building Use Application- Page 4 of 4***