

MENDOTA TWP. HIGH SCHOOL DIST. 280
Agreement for Use of School Facilities
Effective 10-19-2009

Please sign and return to:

Mendota Twp. High School
 2300 W. Main St.
 Mendota, IL 61342

Board Policy Use of School Facilities

School facilities/equipment are available to the community educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

The use of school facilities/equipment for school purposes has precedence over all other uses. Persons on school premises must abide by the

 Name of Organization

 Mendota, IL 61342
 Address

District's conduct rules at all times.

Date(s) to be used

Is hereby authorized to use the following school facilities

Purpose: _____

according to the Board of Education's Established policies:
 (specify school, room number or area, location, and address)

Time: From _____

Shows: Date: 0

General Needs: _____

Person in Charge: _____

Admission Charge: No _____ Yes _____

****inclement weather such as wet grounds will cause MHS to determine available ground use**

\$ _____

It is agreed by the undersigned that the organization will save and hold the Board of Education harmless of and from any and all loss, damage or injury which it might sustain or become liable for, to any person or persons whomever, or property, arising from any cause or for any reason whatsoever in and about, during and because of the use of said school facilities.

Circle Room(s) Needed:

	Class A	Class B	Class C	Class D	Est. Charges
Gymnasium/Aux. Gym	0	50.00	100.00	200.00	
Cafeteria	0	20.00	40.00	80.00	
Kitchen	0	50.00	100.00	200.00	
Classroom	0	20.00	40.00	80.00	\$40
Auditorium	0	100.00	200.00	400.00	\$100
			100+pop.	700.00	
Commons Area	0	50.00	100.00	300.00	
Media Room	0	50.00	100.00	300.00	
Distance Learning Rm/ Computer Lab	0	50.00	100.00	200.00	
Outside Facilities – All Buildings		20.00	40.00	80.00	
Snow Removal	0	75.00per hour			approx.

Specify: _____

Services:

Custodian approx. _____ hrs.@ \$42.50/hr.(Rate set annually)
 Cook _____ hrs.@ \$30.46/hr (Rate set annually)
 Supervisor (Ex: Computer Lab, Media) _____ hrs.@ (Rate set annually)
 Auditorium Sound/Lighting _____ 0 hrs.@ \$42.26/hr (Rate set annually)**If your staffing

changes, please notify us to reconsider

NOTES: Cost schedules are figured for up to four (4) hours of use. Additional hours will be prorated at an equal per hour rate. Custodian charges may be made to Class A groups if such services are required. Fees may be waived if individuals serving as the contact person/supervisor of the group renting/using the facility can satisfy district needs to have a clean, organized and secure facility after a rental period. If supervisors are taking the responsibility to lock/unlock doors, clean the facility, etc., a key may be provided for the use of the facility as long as it is returned immediately after the rental period.

Date _____ Deposit of \$ _____ to be paid on or before _____

FINAL BILLING TO BE SENT FOLLOWING EVENT

Estimated Total Due \$ _____

Effective 10/24/24

Approved by _____

Person in Charge _____

****Prior to using facility, must provide district with a Certificate of Insurance. Request \$1 million liability with MHS listed as additional insured.**

MENDOTA TWP. HIGH SCHOOL DIST. 280
**Rules and Regulations for Use
Of
School Buildings and Properties**

I. **Classification of Groups**

For the purpose of implementing these policies, groups shall be classified under four categories as follows:

Class A – School or school affiliated groups

This category includes students in District 280 school programs, school clubs, students' or employees' organizations, parent groups, etc. No fees will be charged this classification unless extra custodial or kitchen fees are necessary.

Class B – General Public Functions

This includes functions open to the general public such as Scouts and 4-H clubs with membership composed primarily of the District Residents, tax supported bodies, and youth and adult character building organizations not operating for profit. (Nominal charge) Custodial fees may be waived. An organization meeting on a regular basis shall pay a one-time fee of \$25.00 rather than multiple fees.

Class C – Civic and Church Groups

This encompasses functions which are neither school allied nor essentially charitable or for regular meetings of civic and church groups. Events sponsored by Class C, fraternal organizations, family reunions and gatherings, civic clubs, and church groups fit this classification. Charge equal to the cost of the operational expenses will be made

Class D – Commercial Rental

This classification includes closed political meetings and meetings called for commercial or semi-commercial purposes or group benefit and organized groups within the community dedicated to personal or private use for meetings or entertainment. Commercial rental rates will be charged in accordance with the facilities used and the published rates of this policy. Any non-school sponsored event that charges admission will be classified as Class D.

II. **General Requirements**

A. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school.

B. Applicants for use permits must satisfy the superintendent or his designee that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education.

C. Class B, C, and D permit holders must agree to save and hold harmless the said public schools and must agree

III. **Special Requirements and Restrictions on Use**

A. Schools may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.

B. Use of tobacco, intoxicating beverages and harmful drugs are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.

C. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close promptly at 11 p.m. or earlier, unless otherwise approved by the superintendent or his designee.

D. Use of any materials on floors or other parts of the building without specific approval of the building principal is strictly prohibited.

E. Organizations using the facilities without charge must set up and restore, under the supervision of the applicant, all furniture and equipment.

F. Any decorations shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state regulations and approved by the building principal. All decorations shall be removed from the building before 7:30 a.m. of the next school day.

G. Permit holder shall assume responsibility for securing necessary police and fire supervision in accordance with city ordinances or other governmental regulations or if so directed by the school administration.

H. Permit holder shall be fully responsible for all damages or loss of school property, including that belonging to students or employees, as well as his own property, occurring during the time the building is in use under the permit.

I. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements made with the superintendent or his designee. Extra compensation must be paid for employees to operate or supervise special or extra equipment. No equipment is to be loaned or rented for use outside public school property without written

to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the District 280 assumes no obligation respective to the use of such premises.

authorization from the superintendent or his designee.

J. The Board of Education, at its discretion, reserves the right to suspend, or terminate the permit at any time.

K. School facility use will be terminated if charges are not paid within sixty (60) days after statement has been rendered. All checks shall be made payable to: Mendota Twp. High School #280, 2300 W. Main St., Mendota, IL 61342