

Mokena School District 159

Use of School Facilities Handbook



Mokena School District 159

Use of Facilities Guidelines

TABLE OF CONTENTS

AREA	PAGE
BOARD POLICY	
Relating to Community Use of School Building.....	3
Granting Approval.....	3
Rental Information.....	4
Rules and Regulations.....	4-6
ADMINISTRATIVE PROCEDURES	
Application Procedures.....	7
Insurance.....	8
Basic Fees.....	9
Additional Requirements.....	10
Facilities Utilization Report.....	10
Cancellations.....	10
Use of School Play Areas.....	10-11
Group Classification.....	11-12
General Procedures Affecting All Groups.....	12-13
Priorities for Use of Facilities.....	14
Accident Reports.....	14
Parking Facilities.....	14
Use of School Play Areas.....	15
Termination of Privileges.....	15

RELATING TO COMMUNITY USE OF SCHOOL BUILDING GENERAL

Mokena School District 159 desires to cooperate with other units of local government by allowing the temporary use of school facilities when they are not needed for school district purposes and when doing so will not be in conflict with any educational program or activity. The Superintendent shall establish administrative procedures for the implementation of this policy that shall include a schedule of rent and/or service charges and such other provisions as deemed appropriate to protect the interests of District 159.

Community groups may be permitted to use school facilities for worthwhile purposes such as educational, social, recreational, and civic activities where such use will not interfere with the school programs. The Superintendent will ensure the composition of the group reflects the general philosophy and demographic composition of District 159.

GRANTING APPROVAL

The Superintendent or his/her designee is authorized to approve, schedule and assign the use of school facilities by non-school organizations. Applications shall be made on forms provided by the school administration and must be signed by a responsible adult who is a member or sponsor of the group filling in the application. **The responsible adult must be in attendance throughout the activity.** Applications must be filed through Facility Use Site for the District Office five (5) business days prior to the date for which use of school facilities is requested. Each application will be considered on its individual merit. Filing of an application does not necessarily assure approval.

The Administrative Assistant to the District Office shall assign areas to the group which in his/her judgment best suit the needs of the group requesting use of the facility in order that maximum use may be made of all facilities. Scheduled date/dates are not to be altered without prior approval.

School connected groups such as Parent/Teacher Association, Music Boosters, etc may use the stage, gymnasium, classrooms, commons area, or activity room at Mokena Elementary School, Mokena Intermediate School and Mokena Junior High School for regular meetings on regular student attendance days at no charge.

School facilities will not be available for use during non-student attendance days (except weekends) or other days designated by the administration not to be in the best interests of the District.

RENTAL INFORMATION

Non-School groups may use school facilities for regular meetings or special events according to this policy. This fee structure is designed to offset expenses by the District for needed custodial, light, heat, insurance, and schedule. Fees will be updated as needed to meet increased costs.

If, after the event, additional time is needed to clean the facility the organization shall be billed at the appropriate rate. If an alarm call is necessitated due to improper use of facilities, an alarm fee will be back charged to the organization responsible for improper usage.

RULES AND REGULATIONS

School facilities may be used by organized, properly supervised non-school groups when classes and/or other school activities do not require the use of the facilities. Such use requires, in the judgment of the Superintendent, that a good purpose be served that is not detrimental to the educational purposes for which the facilities were provided.

The Superintendent reserves the right to require that any scheduled use of any school facilities or school grounds be surrendered in favor of another group when, in the opinion of the Superintendent, the best interests of the school district will be served by such change of usage.

A Certificate of Insurance shall be furnished by anyone requesting the use of School District #159 facilities, naming School District #159 & Board of Education as additional insured.

General Liability	\$1 Million
Personal and ADV Injury	\$1 Million
General Aggregate Participants	\$3 Million
Legal Liability	\$1 Million
Automobile Liability combined single limit (each accident) covering hired autos and non-owned autos.	\$1 Million
Sexual Abuse Liability	\$1 Million

These general rules and regulations will govern all uses of the schools facilities:

1. Building use rental hours will start at 6:00pm and end at 9:00pm at all buildings.
2. Organizations will be committed to the charges and time slots they have applied for after final approval and charges have been assigned. If your organization fails to adhere to the time slots applied for, without prior 12 hour notification to the facility, you will be billed for any costs that are associated with set up of an event, as well as the facility portion of the rental fee.
3. Classroom equipment, including athletic equipment, may not become part of any agreement.
4. The use of any **ILLEGAL DRUGS** or **ALCOHOLIC BEVERAGES** is prohibited on school premises. Failure to observe this provision may result in termination of building use privileges.
5. **All District workplaces are drug and alcohol free workplaces. The 5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition Law must be strictly enforced by the sponsors.** Those who use the school facilities must enforce all regulations regarding fire prevention and safety.
6. Parking in any areas other than the parking lots may cause forfeiture of the privilege of using the school facilities.
7. For all evening meetings, the custodian must be able to lock the outside doors with the building cleared by 9:30pm.
8. The custodian in charge may open or make available only such space and equipment as specifically mentioned in the agreement. The custodian is not required to open the doors until the supervisor named on the face of the contract is present.
9. Those who use the school property will not be permitted to manage or culminate any form of chance (bingo or illegal activity) upon the premises with the exception of school connected groups that schedule fund raising activities or events for the sole purpose of raising money for the school district, with said money being used for the direct welfare of the students. All such activities must have prior written approval of the Superintendent.
10. An enterprise, function or activity promotes any commercial product or results in private profit or commercial gain for any business cannot be conducted on school property. No entrance charge or other means of raising funds are permitted when the object of such

funds is regarded, in any way, as inconsistent with the purpose of public schools. **This does not apply to for profit groups that service District 159 students.**

11. Appropriate supervision must be provided by the organization at all times to ensure the security of the building and its contents. Each organization using the facility will be required to assign a lead on site person as well as a backup person. Contact information for supervisors must be provided with application.
12. Sponsoring groups shall assume financial responsibility for any damage incurred during the use of the building and facilities and shall report orally to the custodian and in writing to the Administrative Assistant to the District Office of any such occurrence. Cost to repair damage to buildings or equipment will be charged directly to the organization's sponsor at the cost of replacement in the case of equipment, or the cost or repair in the case of building damage.
13. School furniture or equipment may not be moved by organizations using school areas.
14. District 159 may suspend or rebate any fee paid, may suspend or cancel any permit granted or may modify any of these regulations.
15. District 159 requires all groups, organizations, or individuals for any after school activity to submit proof of the trained supervision in the use of Automated External Defibrillators (AED), CPR and Epinephrine administration.
16. Facilities use is not granted on legal or school holidays or during summer recess when it will interfere with cleaning and building maintenance work.

I. Application Procedures

A. Submit Application

Any group or organization desiring to use school facilities must submit an application to the Administrative Assistant in the District Office via the submission link provided stating the purpose and nature of the meeting or activity, the dates facilities will be needed, expected attendance and the name of the person in charge of the meeting or activity. The group or organization is encouraged to give any additional information that may be helpful in aiding the administration when the application is being considered. After the request is reviewed one of the following determinations will be made:

1. Approved at no charge.
2. Approval as required.
3. Not Approved.

Application must be filed and signed by one or more adult members (21 years or over) of the organization who will be personally responsible for all damage and who will oversee all provisions relating to the use of the facilities.

All applications are to be sent to MOKENA SCHOOL DISTRICT 159, DISTRICT OFFICE via the submission link provided.

An approval via email will be returned to the organization listing the scheduled approved calendar and fee.

The Application Status Section will indicate the room assignment.

B. Continuing Usage

Organizations using School District Facilities from year to year are requested to submit their applications prior to July 1st of each year to assure that the facilities are available for the ensuing school year. It is the School District 159 intent to afford the user the opportunity for developing program continuity. If the application is not submitted prior to July 1st, building use permits will be issued on a First Come priority basis. Approved applications will be emailed back to you in the order they were received.

C. Assignment of Area

Mokena School District 159 reserves the right to assign the building, rooms, etc based on applicants activities.

II. Insurance

- A. Applicants shall agree in writing to hold District 159, as a whole or the individual members thereof and all School District Officers, agents and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of School District property.
- B. A Certificate of Insurance shall be furnished by anyone requesting the use of School District #159 facilities, naming School District #159 and Board of Education as additional insured in the amount of the following:

General Liability	\$1 Million
Personal and ADV Injury	\$1 Million
General Aggregate Participants	\$3 Million
Legal Liability	\$1 Million
Automobile Liability combined single limit (each accident) covering hired autos and non-owned autos.	\$1 Million
Sexual Abuse Liability	\$1 Million

III. Basic Fees

The following chart indicates the areas of each building that are eligible for use and the fee schedule for the year.

BUILDING USE FEE SCHEDULE

ROOM	BASIC FEE 1 HOUR
GYMNASIUM (WOOD)	\$70.00
GYMNASIUM (URETHANE)	\$70.00
COMMONS	\$70.00
LOUNGE	\$70.00
CONCESSION	\$70.00

- A. Rental of facilities for a one time meeting or function is payable at least five (5) days in advance. These rental fees are non refundable, unless cancellation is made by Mokena School District Office 159.
- B. Rental fees for School District facilities by users on a regular basis shall be paid on receipt of notice (Approval Status/Initial Charges form). Any organization delinquent in paying for use of facilities after two (2) notices shall be automatically disqualified from future use of School District facilities until such time as payment received.
- C. No facility shall be scheduled prior to thirty (30) minutes after the close of the school day (on days school is in session).
- D. The School District building is monitored with a series of security alarms. Use is permitted only in the area(s) approved on the application. Users whose participants disengage the security alarm(s) for any reason will be assessed an applicable fee (minimum charge of \$25.00).

IV. Additional Requirements

- A. Applicants shall agree to reimburse the School District for any damage to School District property occasioned by or growing out of the use therein requested.
- B. Applicants shall agree to conform to the policies and procedures pertaining to the use of School District facilities adopted by the Board of Education.
- C. All applicants shall agree to provide a current CPR/AED & Epi-pen Certificate for the person(s) who will be on site during facilities use engagement.

V. Facilities Utilization Report

Group representatives are required to sign a Facilities Utilization Report, which will state the time the facility is being utilized, the facility, area of facility, damage report, if any, and signature and phone number of the user's representative.

- A. This report will provide information for the determination of the correct bill to the group.
- B. The custodian who is responsible for the area in use will complete the report.
- C. Custodians will be encouraged to document any unruly children on the facility utilization form. Three incidents of violation of policy may result in suspension of privileges.
- D. Custodians will submit a copy to the Director of Buildings and Grounds after each use. In the event of any damage, the building principal will send a copy of the report to the Superintendent or his/her designee.
- E. The Director of Building and Grounds will be responsible for assessing any damage to facilities and for invoicing the appropriate group for the same.

VI. Cancellations

- A. All cancellations shall be made in writing via email to the Administrative Assistant to the District Office twelve (12) hours before the date of intended use. Saturday and Sunday use must be cancelled before 3:00pm on the Friday before use. If adequate notice is not given, School District 159 reserves the right to invoice for full charges for the facilities requested. This applies to all organizations.

- B. District 159 reserves the right to cancel any organizations permitted to use the facilities. Whenever possible, ample notice will be given.
- C. On any days of emergency closing, typically designated as inclement weather days or snow days, all facilities use is cancelled.

VII. Group Classification

Any organization within the School District is eligible to use the school facilities upon approval of its written application to the Superintendent or designee, at a fee to be determined in conformity with District 159 policy. Following are the types of organizations eligible for use of facilities and their category designation:

- A. Groups Related to Educational Programs:** This category involves groups directly related to District 159 educational activities. It includes any approved student groups as well as parent groups related to the educational program. These groups use the facilities at no cost. This group is required to submit an application, waiver, Certificate of Insurance and CPR/AED & Epi-pen Certificate.
- B. Groups Related to Additional Student Activities:** This group is directly related to additional student activities. It includes PTA, Cub Scouts and Girl Scouts. This group is required to submit an application, waiver, Certificate of Insurance and CPR/AED & Epi-pen Certificate.

For all groups in this category, the following shall apply:

- 1. These groups may use the facilities at no cost for meetings or activities provided the facility use does not require overtime payment to School District Employees.
- 2. Any special events hosted by these groups will have an hourly rate that will be determined by the Business Director.
- 3. These groups will be held responsible for any additional out of pocket expenses that the School District might incur as a result of the activity.
- 4. These groups may request use of only that equipment that is presently located in the school facility for which application is made. If additional equipment is desired for the activity, said equipment must be secured from sources other than the School District and these groups will be responsible for securing and returning the equipment. Mokena School District 159 will assume no responsibility for any additional equipment brought into the facility with regard to theft or damage to the equipment while used in the facility or transportation to and from the facility. Activities involved in the securing or returning of additional equipment shall not interfere with any phase of the school or School District operations.

C. All Other Groups: This group includes any community-based group whose work is related to community improvement. These groups are required to submit an application, waiver, Certificate of Insurance, and CPR/AED & Epi-pen Certificate. The per-use fee is to partially offset the cost of custodial time, utilities, supplies and administrative processing.

All Saturday or non attendance day use will require an hourly custodial charge, with a charge of \$70.00 per hour. Any Sunday or school holiday use will require an hourly custodial charge of \$140.00 per hour.

I. General Procedures Affecting All Groups

- A. All school programs shall have priority in the scheduling of the school facilities.
- B. During scheduled school games or events the Jr. High West & East gym will only be available for use from 7:00pm - 9:00pm.
- C. MJH West gym will be available for use to basketball and volleyball groups; only all other groups will be assigned to the East gym.
- D. Bleachers at MIS North gym will remain permanently pulled out.
- E. Baseball organizations may only use Wiffle Balls for indoor practices.
- F. Prior to the use of Mokena School District 159 facilities all non-affiliated school groups will furnish a certificate of insurance for use of the desired school facilities, directed to the attention of the Superintendent or designee, with the certificate naming Mokena School District 159 and Board of Education as the Additional insured, with bodily injury liability of \$1,000,000/\$3,000,000 for each occurrence. Depending upon the nature of the activity, school affiliated groups may be required to furnish a certificate of insurance meeting the above requirements.
- G. Political groups may not use the facilities for any political purpose.
- H. All rules and regulations of School District 159 and provisions of the Illinois School Code are to be strictly observed by those using School District property and facilities. Any use, contrary to or in violation of the law, rules or regulations, shall be grounds for termination of the permit and for removing the users from the property and further shall bar such individual group or organization from further use thereof.
- I. Building custodians are directed to report any misuse of facility or violation of rental agreement to the building principal, who will then notify the Schools District Office.

- J. A custodian may not assume any responsibilities beyond the scope of his or her assigned responsibilities.
- K. All permits will be issued for specific rooms/areas and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the building are not used and that the premises are vacated as scheduled.
- L. The building shall be cleared by 9:30pm, unless special arrangements have been made with the Schools District Office.
- M. The organizations/groups supervisor should not leave premises until all persons have departed.
- N. The illicit use, possession, or distribution of drugs or look alike drugs and drug paraphernalia is not permitted on School District grounds anytime.
- O. The public will not be admitted to rooms other than those listed on their approval status form.
- P. Ordinary street shoes may be worn, but for any action involving running, non-skid white soled gym shoes must be worn. Black soled gym shoes are not allowed.
- Q. Building use is not normally granted on legal or school holidays or during summer recess.
- R. No electrical equipment shall be attached to the existing circuits without the prior administrative approval.
- S. District 159 reserves the right to grant or reject any application for use of School District facilities.
- T. Reservations and charges refer to the actual date and time only. Access to the room will not be possible until the time listed on the Approval Status form. Use of facilities for rehearsals or setting up of displays, etc, will involve additional time charges. (Basic fees are for actual time approved which must include preparation time before and clean up time after the program).
- U. When use of facilities is at no charge or with minimum use fee, it is the responsibility of the user to handle special arrangements upon the approval of school district personnel and to leave the facility in the same order as prior use.
- V. Refreshments may be served only in designated areas with prior administrative approval.

II. Priorities for Use of Facilities

The following priorities shall prevail when two(2) or more applications are received for the same date and facility.

- A. District 159 activities and programs directly related to the instructional program will have first priority at all times.
- B. Events and activities which are planned and directed by school attached groups designated to serve the youth of the individual school community.
- C. Events and activities which are planned and directed by school attached groups designated to serve the citizens of the individual school community.
- D. Events and activities connected with the community recreation program.
- E. Events and activities which are non profit in nature and would serve either the school or district citizens to improve the general welfare of the community.
- F. Use by groups who are eligible to rent the facilities for legitimate purposes in accordance with rules, who charge admission or solicit contributions and whose net receipts are not expended for the welfare of the students for charitable purposes.

III. Accident Reports

Whenever any person is injured on school district grounds and such injury is made known to the administration, an accident/injury form shall be completed by the appropriate administrator or designated school district employee. This form should be filed with the District Office.

IV. Parking Facilities

The Schools District parking facilities are available for use by the community when school is not in session. However, the Schools District assumes no responsibility for damage to vehicles or theft of articles from vehicles while on School District property. There is a ten (10) mile per hour speed limit on School District property. The Mokena Police Department has been given authorization to enforce all laws on School District property. No handbills or notices may be distributed on School District property, unless the Superintendent or his/her designee has given prior approval. The access road between Mokena Elementary School and Mokena Intermediate School is for authorized vehicles only.

V. Use of School Play Areas

- A. School play areas are available to the community when such grounds are not in use by the school or use would not interfere with use by school teams or routine maintenance/rehabilitation of the area. A minimum usage fee may apply to any non-student groups. Play areas are not available to non community groups.
- B. User is responsible for removal of all litter. Billing will be sent to any organization that does not leave the facility in the same condition as when facility usage began.
- C. No automobiles or other equipment are permitted on grounds other than the parking facilities.

VI. Termination of Privileges

MOKENA SCHOOL DISTRICT 159 RESERVES THE RIGHT TO TERMINATE ANY GROUPS LEASE AND/OR OF FACILITIES PRIVILEGES FOR VIOLATION OF ANY OF THE TERMS AND/OR PROVISION OF THE BOARD OF EDUCATIONS POLICIES AND PROCEDURES PERTAINING TO USE OF THE FACILITIES.