



SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois 60093

PH: 847.881.9400 • FX: 847.446.6388 • www.sunsetridge29.org

Cultivating an inclusive learning community that engages the hearts and minds one child at a time.

Facility Rental Agreement

The District 29 Board of Education recognizes that the District has facilities which have potential utility for a variety of community organizations. The Board believes that the buildings and grounds of the School District may be made available to the public for activities which do not interfere with the regular school sponsored activities and do not conflict with the mission of the District or its priorities.

The Board of Education reserves the right to refuse the use of its facilities. The Superintendent or designee shall serve as the agent of the Board of Education to grant the use of a building or its grounds and schedule all rentals.

Classification of Renter

Rental fees and service charges shall be determined by the type of classification of the organization requesting use of the facilities. The Superintendent or designee shall determine the proposed renter's classification status for purposes of rental charges according to the following classification structure:

I. Classification I – School Partner

A school group, school affiliated organization, or school sponsored organization serving District 29 residents for the specific activity in question. Examples include the PTO, Northfield Park District, Village of Northfield. District 29 may require organizations classified as "Classification I" to provide evidence of adequate liability insurance and sign a hold harmless statement.

II. Classification II – Not-For-Profit Organizations Serving Residents

A Not-for-Profit Youth Feeder Organization, governmental agencies, and civic organizations composed of participants for the specific rental activity, that are at least 90% District 29 residents.

1. Organizations must provide proof of government recognized not-for-profit endorsement (501(c)3).
2. The renter will provide a current roster of participants/students to the Superintendent or designee for each team/group that will be utilizing the facility during the specified rental period showing that at least 90% of the participants/students reside within District 29 boundaries. Failure to produce a valid roster meeting this criteria will constitute an immediate breach of the contract and loss of security deposit.
3. If the activity involves children, the renter must provide evidence that they employ staff, or utilize volunteers, who have successfully passed a criminal background check before the start of the rental.
4. The renter will provide evidence of adequate liability insurance and sign a hold harmless statement.

III. Classification III – All Others

Any resident or non-resident individual, For-Profit organization, or organization serving less than 90% District 29 residents for the specific rental activity.

1. If the activity involves children, the renter must provide evidence of a completed criminal history background check before the start of each rental period.
2. The renter will provide evidence of adequate liability insurance and sign a hold harmless statement.

CONDITIONS OF USE

1. All groups must complete this facility usage application, stating fully:
 - a. the applicant's name, address, and telephone number;
 - b. the specific facility requested and the purpose for which it will be used;
 - c. the type of program or activity;
 - d. the materials to be brought into or near the building;
 - e. the room/space arrangement, including decorations;
 - f. needed food and drink service; and
 - g. the supervision ratio: adults to children/students.
2. All groups must supply adequate supervision, as determined by the District, to ensure proper care and use of school facilities.
3. Rental of the facility does not include rooms not specified on the form below.
4. No furniture or equipment may be moved without prior approval from the Superintendent, or designee.
5. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities without prior approval.
6. Notice of cancellation must be provided to the District in writing at least 48 hours in advance of the rental date. Cancellation may result in the loss of the security deposit.
7. In the event of a conflict with a school-sponsored activity, the District will provide 48 hours notice to your organization if cancellation becomes necessary, unless extenuating circumstances preclude that notification.
8. The organization's authorized representative agrees to hold harmless, defend and indemnify School District 29 and its agents and employees for and from any and all loss including attorney's fees, damages, expenses, and liability incurred by any of the above named parties on account of any property damage, theft, injury to or death of any person or persons while on the premises as a result of the user's activities of whether a claim is made that the District, the Board, or any of the above named persons were negligent or acted in a wanton or willful manner or with a wanton or willful disregard for the injured party. Any injury must be reported to the facility representative immediately. A completed accident report will be required.
9. The Organization/Authorized Representative shall provide a Certificate of Insurance to the District naming Sunset Ridge School District 29 as the additional named insured in a general liability policy from a carrier which has a Best's rating of A-6 or better and is acceptable to the District. The insurance policy must include as a minimum bodily injury liability limit of \$2,000,000 for each occurrence and property damage liability of \$2,000,000 for each occurrence as well as umbrella liability insurance of \$1,000,000. The Policy must be an "Occurrence Made" insurance policy.
10. Organizations are not allowed to sublease their space.
11. No meetings/rentals shall be subversive to the U.S. Government, or immoral, or discriminate against any race, color or creed, or sexual orientation.

12. The Board of Education or Administration reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space.
13. A custodian or other authorized school employee shall be in the building during the entire time the building is open. The number of custodians, or other service personnel needed for any given event shall be determined by the Superintendent or designee. The cost of this personnel will be the sole responsibility of the user.
14. Each organization using any of the District facilities is responsible for the conduct of the people admitted, and is responsible for any damage or breakage incurred during the use of the facility.
15. Alcoholic beverages, smoking or the use of tobacco, and the use of any flammable materials (e.g. candles), shall not be permitted in the Facilities, on D29 premises or anywhere on D29's school grounds.
16. Use of District facilities is subject to Board Policy regarding Student Rights and Responsibilities, Student Behavior, Suspension and Expulsion, Community Use of School Facilities, Advertising and Distributing Materials), and Conduct on School Property. *Non-compliance with these policies may result in the termination of the rental agreement and loss of any security deposit.* Copies of District policies will be provided upon request or can be found on the District's website at www.sunsetridge29.org.
17. Fees for the rental of school equipment shall be set by the Superintendent or designee.
18. The Superintendent or designee shall determine the billing for the use of District facilities. Billing for services will be based on actual time rather than on an estimate made at the time of the Application.
19. All rental and service fees shall be collected by the Chief School Business Official or designee, to be deposited in a District account. Payment to all school employees for services rendered shall be made as part of the District's regular payroll.
20. All individuals/organizations must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
21. Any group using school facilities must have a Medical Emergency Plan which requires a trained AED user be present during all supervised physical activities conducted on school grounds.
22. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
23. The Superintendent has the power to revoke any temporary use agreement.

CONDITIONS FOR USE OF SRS PERFORMANCE CENTER

1. A District designated Performance Center Technician will be on duty during any performances. All associated staff costs or operations will be billed to the user.
2. The District will schedule a meeting with the rental group prior to the use of the performance center to ascertain the scope of the performance, lighting & sound expectations and staffing needs.
3. Food and drinks are not allowed in the performance center.
4. No open flame is to be used.
5. Attaching or mounting items to the stage or physical structure is prohibited. Any tape markings are to be removed at the end of the performance.

CONDITIONS FOR USE OF ATHLETIC FIELDS

1. Organizations must furnish their own equipment to be used on the fields.
2. In the event of damage to athletic fields, the repair/replacement costs will be billed to the renting organization.
3. Refunds for cancellation of field use due to weather is at the sole discretion of the District.
4. Dogs and other pets are not allowed on any District 29 property or playing surfaces (indoors or outdoors).
5. Bicycles, motorized vehicles, skateboards, rollerblades and other personal transportation items may damage or tear the playing surface and are prohibited.
6. Bathroom facilities are not available during a renter's use of the athletic fields.

The undersigned, either individually or as authorized representative for the organization designated, agrees to abide and be bound by the above specified Conditions of Use .

ACCEPTED and AGREED by user

Signature of Authorized Representative

Organization Name

Printed Name

Address

Date Signed

City, State, Zip

Rental Charges

Facility Space	I	II	III
SRS Gymnasium	Free	\$100	\$200
SRS Athletic Field	Free	\$90	\$175
SRS Performance Center (Without Commons Seating)	Free	\$125	\$250
SRS Performance Center (With Commons Seating)	Free	\$150	\$300
SRS Classroom	Free	\$40	\$75
Sunset Ridge Parking Lot Only – Per Day	Free	\$75	\$150
MF Small Gymnasium	Free	\$50	\$100
MF Classroom	Free	\$40	\$75

ALL CHARGES ARE PER HOUR (EXCEPT WHERE NOTED)

Charges for Personnel

Position	Regular Time/HR	Overtime/HR (Sat.)	Double Time (Sun./Holidays)
Custodial	\$38.00	\$56.00	\$74.00

These rates are subject to change annually

Number of workers and hours worked to be determined for each rental period by the District.

The Performance Center Technician rate is \$50.00 per hour.

A security deposit of 25% of total rental fee is required at the time of contract approval.

Hold Harmless Agreement

In consideration of being permitted by the Board of Education of Sunset Ridge School District 29 to be present at and use/rent premises of the Board and to carry out activities thereon, I do hereby agree to save harmless, defend and indemnify Sunset Ridge School District 29, the Board of Education, and the individual members thereof, and its employees against all loss, liability, damage and expense, including attorneys' fees, incurred by any of the above named parties on account of any injury to or death of any person or persons while on the premises as a result of my activities regardless of whether a claim is made that the District, the Board, or any of the above name persons were negligent or acted in a wanton or willful manner or with a wanton or willful disregard for the injured party.

I further agree that Sunset Ridge School District 29, Board of Education and its employees shall not be held responsible for any damages to property or loss of materials brought onto the premises, nor shall any of them be held responsible for injuries to any person, which may occur on the premises because of the activity.

Signature of Authorized Representative

Organization Name

Printed Name

Address

Date Signed

City, State, Zip

Activity Logistics

Name of Activity:_____ **Date(s) of Activity:**_____

Sponsoring Organization:_____

Organization Representative:_____

Telephone Number of Organization Representative:_____

Materials/Equipment Brought to the Facility:_____

Rooms/Spaces/Locations Requested:_____

Supervision Ratio (Adult/Student):_____

Designated Trained AED Operator:_____