



# ANTIOCH COMMUNITY SCHOOL DISTRICT 34

964 Spafford Street  
Antioch, IL 60002  
(847) 838-8401 (847) 838-8404 Fax

Dr. Brad Hubbard  
Superintendent

Maria Treto-French  
Chief Financial Officer

Re: Facility Usage Requests

Attached are the materials necessary to request the use of facilities from Antioch District #34. (Please note: Phone calls or emails are not considered agreements to use the school district's facilities.) All accepted agreements are based on the availability and occupancy standards of each facility. All paperwork must be completed, including the receipt of your organization's Certificate of Insurance, two weeks prior to the scheduled event. Documents may be submitted by mail or fax.

Use of school facilities is not available during the regular school day. Availability at the buildings is limited prior to 6pm due to after-school programs. Facility usage during winter, spring and summer breaks may not be possible due to large-scale cleaning and projects.

The facility usage form should be sent to the school for approval. After the date(s) is/are approved, the form with all the additional documentation shall be sent to the Administrative Services Center for approval. **If multiple facilities are being requested for the same event or activity, a separate request should be completed for each school.** Within a reasonable time, you will receive a confirmation or denial of your request.

In order to complete your facility usage request, please sign the Building Usage Agreement, attach your signed Request for Facility Usage approved by the school and your Certificate of Insurance listing the district as an additional insured and return all the documents to the district office.

Groups will be invoiced after the event.

**Other equipment:** We have an inventory of table and chairs available at each building for use by external groups. Tables and chairs cannot be transported for use at other buildings. If the inventory available does not meet your needs, please contact an outside rental firm. For external groups, we cannot lend out technology / AV equipment.

## Facility Usage Checklist

- **Complete Request for Facility Usage Form**
- **Sign Building Usage Agreement**
- **Submit form to building for approval**
- **Obtain Certificate of Insurance, if not already on file**
- **If serving food, contact Food Service Coordinator and provide a release of liability to school**
- **Submit completed paperwork to Administrative Service Center**

**Antioch CCSD 34**  
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## **Rules and Regulations Governing the Use of School Facilities**

1. Antioch District #34 activities take priority over all other activities. Unfortunately, conflicts can arise within our buildings after space has been reserved by outside groups and we will need to cancel the reservation by the outside group. Antioch District #34 reserves the right to cancel. We will make every effort to accommodate all requests and make logical use of the space available; the needs of our district activities will be given priority. If the district does need to access to previously reserved space, we will contact you so that you can make alternate plans.
2. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance at least 2 weeks prior to the event and must designate both the using organization and Antioch CCSD34 as insured. The absence of such a certificate will preclude use of the facility.
3. An adult, over 21 years of age, must be present for all activities. The adult in charge of the activity will be present during the entire rental period. The person will be responsible for the proper use of the facilities and the proper conduct of those in attendance. If Antioch CCSD34 feels the organization is not providing adequate supervision, the School District may, but is not obligated to, provide additional supervision to monitor the activities. The organization shall reimburse the School District for all direct costs involved in providing the additional supervision.
4. The following are prohibited on school property: smoking, narcotics, drug paraphernalia, consumption of alcohol, foul or abusive language, gambling or weapons. It is the responsibility of the organization to enforce this requirement.
5. Only the areas of the school for which this request has been made shall be used. It is the responsibility of the supervising adult to ensure that group participants are only in the area(s) approved in the facility usage.
6. Decorations and special effects shall be removed from the building by the organization using the building.
7. Helium balloons are not allowed in the gyms due to strings getting caught in the ceiling fans and burning out the motors.
8. The school district shall not be responsible for properties left on the premises before, during, or after the scheduled activity.
9. No street shoes are to be worn on the gym floors.
10. No tape of any kind on the floors.
11. No hard balls may be used in the gyms.
12. Any sport that is usually played outside will not be able to use the Gyms indoors. Ex: (Softball, Baseball, Soccer, etc.)
13. No materials such as liquid refreshments may be served in the gymnasiums.
14. Tables and chairs are the only equipment included in the use of the building and limited to that building. Additional tables that are not available in that building will need to be rented externally. Additionally, basketball hoops and gym mats can be made available in the gyms. No other school equipment may be used by external organizations without specific authorization of the Superintendent or their designee. Utilization of authorized equipment may require a district employee to operate it or supervise the operation of and whose wages will be reimbursed. Additionally, a usage fee may be imposed to help the district with the wear and tear on items such as gym mats that need to be replaced and maintained by the district.
15. If the kitchen is being used, please contact the host school office for a list of specific clean-up expectations. If the facility is not in "ready" condition, additional charges may be incurred.
16. Use of the kitchen or cafeteria equipment requires the presence of a district cafeteria employee whose wages shall be reimbursed to the district. If food is to be served, a statement of food or product liability releasing the school district from any and all liability must be attached to the Request for Facility Usage.

17. Reoccurring events need to be resubmitted each school year. Reminders will not be sent.
18. Proper care will be given to the buildings and contents therein. Renter assumes financial responsibility individually and on behalf of said organization for that part of the school, or contents utilized therein, that might be damaged or stolen. No items shall be attached to school district property or any modifications made to building structures, equipment or grounds without written permission of the Director of Operations.
19. Applicants shall supply any special supervision that is required and needed in regard to police protection, parking supervision, etc. if determined by the school and/or its official at the time of the rental contract.
20. An employee of the school district shall be appointed in charge of the rented facility at the time of the event, this would normally be a custodian. It will be his/her duty to enforce all regulations herein stipulated and he/she has the further authority to expel an individual or group that fails to comply with those regulations set herein. It is the duty of the renting party to provide this person with all of the proper supervision and respect in handling of this particular matter and carrying out and discharging his/her duties.
21. School custodians must be present during facility usage by outside organizations. Custodians will typically start 15 minutes prior to the scheduled start of the event and work as necessary after the rental. Additional time for such items such as snow removal and room set up will be added when necessary. Custodians will have work assigned by the School District to meet School District needs during the event/meeting.
22. Cancellations must be made four (4) days prior to the date the building is scheduled to be used so that staff can be rescheduled. If cancellation is not made a two-hour minimum charge will apply. Please contact the school office to cancel.
23. No meetings shall be subversive to the U.S. Government, or immoral, or discriminate against any race, color or creed.
24. The organization will comply with fire codes, life safety codes and all other applicable, local, state and federal codes. Exits may not be blocked at any time.
25. All users of Antioch District #34 facilities shall agree to honor all of the rights of individuals guaranteed by the state or federal constitution, state or federal statute or Board policy including:
  - a. Title II of the Americans with Disabilities Act;
  - b. Title IX of the Education Amendments of 1972;
  - c. Section 504 of the Rehabilitation Act of 1973;
  - d. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972
26. The Board of Education reserves the right to deny the use of the buildings and grounds for any purpose, which they deem, is not in the best interest of the school or community. The privilege of using our facilities may also be revoked due to previous misuse or abuse.
27. The Board of Education or its representatives must have free access to all areas in the buildings at all times.
28. Board of Education will not be liable for any cancellations of scheduled programs arising through failure of heating plant, electrical service or other buildings equipment failures or acts of God.
29. In the event that school is cancelled due to weather all building usage for that day will be cancelled. The need to cancel an event when school is not in session will be determined by the Director of Operations.

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### Building Usage Agreement

No school official, employee, agent, Board of Education, or any member, employee, or agent thereof shall be held responsible for damages to property or other loss of materials brought into the buildings, nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of, or in any way connected with the subject activity.

Organizations using Antioch District #34's facilities shall agree to hold harmless and indemnify the Board of Education, any board members thereof, or any employees of the Antioch District #34 Board of Education against any loss suffered, any and all liability from whatsoever cause, including but not limited to damages, costs, investigations, and attorney fees arising out of said organizations use of facilities herein described.

**All groups and organizations must carry liability insurance and provide the district with a certificate of insurance a minimum of two weeks prior to their event/meeting(s).** There are no exceptions to this requirement. Groups or organizations that do not normally carry liability insurance are required to purchase such insurance to cover the term of the activity. Said coverage shall insure the user organization in the amount not less than \$1,000,000 for injuries to one person and \$2,000,000 for injuries to more than one person. **The certificate of insurance shall name the school district as an additional insured by name.** The insurance carrier must be A-rated as based on A.M. Best Reports.

Antioch District #34 reserves the right to make any adjustment in the areas as scheduled if it becomes necessary. In case of a school conflict, that group/organization will be notified immediately and alternative arrangements will be attempted.

All rental programs are to be terminated by the end of the custodian's normal workday unless special arrangements have been made and additional costs will be assessed. By signing the Request for Facility Usage, I/We agree to restore the space to an orderly condition for the next user.

All applicable fees, to include deposits and personnel costs, will be charged to the listed organization or individual in accordance with district procedures.

The applicant hereby agrees to use the described facilities in accordance with the rules and regulations established by Antioch District #34 and incorporated as part of this document.

\_\_\_\_\_  
Authorized Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (and Title, if applicable)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date of Event

# Antioch CCSD 34

## Classification of Groups

### **Class A – Student Groups, School -Related Organizations, and Local Governments**

1. Antioch Community Groups with District 34 or District 34 School (PTO, park and recreation department, booster clubs, etc.)
2. Any District 34 **SCHOOL** chartered youth organizations (Boy Scouts, Girl Scouts, Brownies, YMCA, etc.)

### **Class B – Community Service Organizations**

Civic Organizations, service organizations, churches, social organizations, etc. **WITHIN** the school district. Evidence of Non-profit (e.g., 501(c) (3) or State of Illinois) designation **MAY** be requested.

### **Class C- Service Organizations**

Civic Organizations, service organizations, churches, social organizations, etc. **OUTSIDE the** school district boundaries. Evidence of Non-profit (e.g., 501(c) (3) or State of Illinois) designation **WILL** be requested.

### **Class D – Commercial Organizations**

Any profit making organizations, business groups, political organizations, etc. Evidence of good standing with the State of Illinois (or other state) is required. No evidence of 501(c)(3) will be charged a fee.

## **Facility Use Charges**

Please understand that the setup of a room takes custodians away from their regularly scheduled duties. A fee for setting up and taking down more than 25 chairs will be charged as a setup fee even if it occurs during the custodian's regular workday. If chair set up and tear down occurs outside a custodian's normal workday it will be charged at the rate of \$24.00 per hour.

Class A, Class B, and Class C organizations will not be assessed fees for building usage during hours when the building is normally staffed with custodians. If building usage is requested outside normally staffed hours an hourly charge of \$24.00 per employee will be assessed per hour for the 2020-2021 school year. There will be a two-hour minimum on Saturday, Sunday, school holidays and vacation periods.

Class D organizations will be assessed a minimum of \$50.00 facility fee per event per day plus the personnel charges at the rate of \$24.00 per hour per employee if the building is not normally staffed at that time. Please contact the district office to discuss your specific event and estimated charges.

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### Request for Facility Usage

Date of Application: \_\_\_\_\_

Name and Title of Person Responsible for Organization: \_\_\_\_\_

Main Contact Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number: \_\_\_\_\_

Insured Name of Organization: \_\_\_\_\_

Current Certificate of Insurance of File: YES/NO Expiration Date: (required) \_\_\_\_\_

Name of Event: \_\_\_\_\_

**\*\*DIRECTIONAL SIGNS WILL BE PROVIDED BY ORGANIZER AND NO TAPE ON WALLS, WINDOWS OR DOORS\*\***

Type of Organization:      Class A              Class B              Class C              Class D

Is this organization a District 34 community group: YES/NO  
If no, please explain the relationship to District 34 residents:

\_\_\_\_\_

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*Below Office Use Only*

Approval Signature of Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature of Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Current

Certificate of Insurance on file: YES/NO              Expiration Date: \_\_\_\_\_

**Field usage additional approvals:**      AUGS      W.C. PETTY      OAK      HC      ELC

AUGS Principal \_\_\_\_\_ OAK Principal: \_\_\_\_\_

WCP Principal: \_\_\_\_\_ HC Principal: \_\_\_\_\_

ELC Coordinator \_\_\_\_\_

Director of Operations: \_\_\_\_\_

\*\*FOR YOUR EVENT: ENTRANCE# \_\_\_\_\_

WILL BE OPEN AT (time door unlocked) \_\_\_\_\_



## Custodian Time Sheet

Custodian's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Custodian Start Time: \_\_\_\_\_ (should be 15 mins. before group requires access unless otherwise explained)

Custodian End Time: \_\_\_\_\_ (should be 30 mins. or less after group leaves building unless otherwise explained)

Total Custodian Time: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(Office Use Only)

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Overtime Explanation (snow removal, table/chair teardown, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_

➤ Copy to Business Office \_\_\_\_\_

➤ Group Billed Date: \_\_\_\_\_



