

Burbank School District 111

Use of Facilities

Facilities Lease Rates:

- The first ten weekdays per organization shall be granted at no cost
- Each additional day will be charged at the following rates:

Lease Fees During the Regular School Term	
Monday - Friday	\$30 per day per building
Saturday	\$45 per hour per building
Sunday or Holiday	\$60 per hour per building

- Rates based on average custodian salary
- Custodial coverage must be provided by District 111 custodial employees
- School rooms, areas, locations subject to approval by Principal and Superintendent
- Any fraction of an hour leased will be billed at the full hourly rate
- Refer to Board Policy 8:20 – Community Use of School Facilities

Temporary License Agreement Procedures:

- Community organizations may request facility use when not in use by District 111 sponsored activities.
- 60% district resident participation is required.
- Organization completes agreement form and submits to school Principal for approval **at least ten (10) days prior to first day of lease.**
- Applications will be processed within seven (7) days of receipt by the Superintendent or designee.
- Use of facilities is generally not available during summer, spring, and winter breaks, however, special requests may be granted and are subject to the Superintendent's approval.
- Organization representatives are responsible for supervising participants. Supervising restroom breaks is recommended.
- Only participants and supervisors are allowed inside the building. Parents/guardians and other children or siblings who are not participating in the event are not allowed entrance.

BURBANK SCHOOL DISTRICT 111 – TEMPORARY LICENSE AGREEMENT

WHEREAS, the Board of Education of Burbank School District No. 111, Cook County, Illinois, pursuant to the provisions of the *School Code* of the State of Illinois, and in particular, Section 10-22.10, has adopted a policy permitting the temporary use of its school facilities by various and diverse groups, and

WHEREAS, the undersigned organization is desirous of procuring permission from School District 111 for the use of the facilities hereinafter described for the times hereinafter designated.

IT IS MUTUALLY AGREED by Burbank School District 111 ("School District 111"), and the undersigned organization ("Organization") as follows:

1. This Agreement is a temporary license and is revocable and terminable at any time by School District 111, without any necessity for notice to the licensee. No use of facilities by outside organizations shall interfere in any way with scheduled school activities or be held at a time to compete with school events. If a conflict in date arises, the school's activity will have the highest priority. Rental of a facility shall include only those areas, equipment, or personnel stated in the application, without exception.
2. The Organization agrees to and shall be bound by the Board's policy regarding use of facilities by outside organizations, Board regulations prohibiting smoking in school buildings, prohibiting the sale or use of alcoholic beverages on school premises, all of the existing policies, rules and regulations of the Board, and by any and all other Policies, rules and regulations which School District 111 shall, in its discretion, see fit to impose and ordain from time to time.
3. The Organization agrees to pay the sum of \$_____ prior to the use of the requested facility and understands that said charge shall be assessed by School District 111 for the purpose of defraying operating costs incidental to and arising out of the use of the requested facility contemplated by this Agreement. This sum includes the following special changes (See Section 5 below): _____.

Payment shall be forwarded to the School District seven (7) days prior to the use of the facility unless other arrangements are approved by the Superintendent. Checks should be made payable to School District 111.

4. The Organization agrees to assume all liability in connection with the claims of third parties arising from its use of the facility and agrees to and does herewith undertake to indemnify, defend and otherwise hold harmless School District 111, the Board of Education, and its individual members, its employees, agents and representatives from any obligation or liability arising out of the use of the premises by the said organization. **A Certificate of Insurance in the minimum amount of \$1,000,000 combined single limit general liability, must accompany this Temporary License Agreement – naming School District 111, the Board of Education and its individual Board members, employees, agents and representatives as additional insureds for the use of the requested facility contemplated by this Agreement. Proof of additional \$1,000,000 umbrella liability coverage may be required upon request of School District 111.**
5. The Organization understands and agrees that the use of special equipment such as audio or visual systems, multi-media systems, lighting, computers, etc. is not specifically a part of this Agreement. Use of special equipment must be specifically requested and separately approved by School District 111, which may at its discretion, deny all or a portion of the request. If the use of such equipment is permitted, special charges shall be indicated in Section 3 of this Agreement.
6. The Organization hereby agrees to reimburse School District 111 for any damages to the property or equipment of the District which may be damaged due to the use of the facility and/or equipment. The Organization shall assume full responsibility for damage to the facility and/or equipment.
7. Use of school facilities will be allowed for games of chance or any other legal activity only after any necessary license is obtained, and the Organization has provided proof of licensure to School District 111.
8. The use of kitchen facilities is prohibited unless prior arrangements are made with the cafeteria director, and only with the necessary personnel present. The Organization shall ensure that any person involved in food handling or preparation is free of tuberculosis or any other communicable disease and to provide written proof to School District 111, if requested.
9. No renting organization is authorized to use any School District 111 gymnasium or other School District 111 physical fitness facility without prior approval of School District 111. When using a School District 111 gymnasium or physical fitness facility, the Organization agrees:
 - a) to provide a trained Automated External Defibrillator user (a "trained AED user") to be on the premises for the entire duration of the activity. The trained AED user must meet all training requirements set forth in 77 Ill. Admin. Code Parts 527.100 and 527.800, and be familiar with the location of all AEDs at the facility as well as School District 111's emergency plan. The Organization will provide a copy of the trained AED user's certification upon request.

b) to ensure use of athletic shoes if a gymnasium is to be used for athletic purposes.

10. School District 111 has policies and practices that prohibit discrimination against any individual on the basis of his or her nationality, race, creed, gender, age, or disability; and, that the Organization will abide by all said policies and practices of School District 111 with regard to the same.

With the above agreement, we hereby respectively request the use of the following facilities on the day(s) and time(s) indicated and agree to pay the charge indicated in Section 3 of this Agreement prior to such requested use.

60% District Resident Participation Required.

_____ Name of Organization _____ Name of Authorized Representative

_____ Address of Authorized Representative

_____ Phone Number _____ Email

_____ Description of Activity _____ Youth Group _____ Adult Group (18 and over)
(check one)

_____ Number of Children Participating _____ Age Range of Children _____ Number of Adults Supervising Children

_____ Equipment to be Used by Organization _____ Contact Person/Cell Phone in the Event of an Emergency

Building Requested (circle one):

Burbank	Byrd	Fry	Kennedy	Liberty	Maddock	McCord	Tobin
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Room Requested (circle one):

Gym	MPR	Classroom	Other
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Start Time: _____ End Time: _____ (includes set up / clean up time)

List Individual Dates Desired:

I hereby certify that I am the duly-elected or appointed officer of the above-named organization and as such have full authority to sign this Agreement or I have been specifically granted the authority to sign this Agreement by the above-named organization. I am fully aware of and accept the terms of this Agreement on behalf of the above-named organization.

_____ Signature of Applicant _____ Date

_____ Signature Building Principal _____ Date Approved

_____ Signature Superintendent _____ Date Approved

CC: School Principal
School Custodian
Buildings and Grounds Department