

Summit Hill School District 161 Facilities/Grounds Application

***Payment for facilities/grounds usage is due with the application. Please make checks for fees payable to
Summit Hill School District 161**

Date: _____

Name of Organization: _____

Core Mission of Organization: _____

Service Organization Provides District 161 Students: _____

Age Range of Participants: _____ **Total Group Size:** _____

**Organization shall attach a list of participants divided into District students and Non-District Students*

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

Cell Phone Number: _____

School: _____

Activity Starting Time: _____ **Activity Closing Time (no later than 9 p.m.):** _____

Dates Needed: *(please be specific)*

SEPTEMBER:

JANUARY:

MAY:

OCTOBER:

FEBRUARY:

JUNE:

NOVEMBER:

MARCH:

JULY:

DECEMBER:

APRIL:

AUGUST:

Space to be used: _____ **Cost:** _____

Setup Required: YES NO (a minimum \$30/hour fee applies if setup is required)

If YES:

Number of chairs to be set up: _____

Other equipment to be set up: _____

Do you have any other special needs? _____

*Each group is expected to notify the office of the school in which they are renting space in the event of cancellation. The School District reserves the right to cancel or revise this Facilities/Grounds Application and its resulting use assignment(s) in the event of conflict with school usage. Organizations using school facilities or grounds are expected to abide by the regulations governing such use.

*All non-school related groups must designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained CPR/AED users. For inside events, if such emergency responders are trained in CPR or in the use of the AED, the school will be notified prior to use. For inside events, only someone properly trained in AED use may utilize the AED. In the event that an AED is used, the group shall report the matter to Summit Hill District 161 and will fully cooperate as to any required documentation. *Please note: The District will not supervise the activity nor will it supply individuals to act as emergency responders. The district shall not be responsible for the improper use of an AED by a person who is not properly trained.*

Have you remembered to attach your groups:

- Certificate of Insurance naming Summit Hill School District 161 as an additional insured?
- IRS 501(c)(3) determination letter (not-for-profit groups only)?
- Documentation of an emergency plan?
- List of District 161 student participants and non-District 161 student participants?
- Proof that group supervisors are CPR/AED certified?

By signing below, I acknowledge that I have read and agree to follow the “Rules and Regulations to Govern Use of School Facilities” that has been provided to me by the District.

Signature of Applicant: _____

District Use Only

Your application for facilities/grounds has been approved with the following conditions:

Special Conditions or Restrictions: _____

Fees: _____

Total: _____

SIGNATURE OF PRINCIPAL _____

SIGNATURE OF DIRECTOR OF FINANCE _____

SIGNATURE OF SUPERINTENDENT _____

School Rental Guidelines:

***Priority will be given to the following groups with the following fee structure.**

Priority	Group	Cost
1	All Summit Hill District 161 Educational and Athletic Programs	Free
2	Frankfort Square Park District	Free
3	Non-profit and community organizations offering services closely related to the core mission of education students in District 161 and serving at least 50% of its students	Free (Monday- Friday when school is open and a custodian is on-site .) Fee (All other time) Setup Fee (if applicable)
4	All other organizations	Fee

***The following fee structure will be set:**

Space	Fee
Gym, Multipurpose Room (M-F)	\$35/hour
Classroom (M-F)	\$25/hour
Cafetorium (S-Sa)	\$50/hour
Clean up Charge (Applies to all groups when necessary)	\$30/hour (1 hour minimum)
Utilization Fee (All spaces except cafetorium on Saturday-Sunday)	\$40/hour (2 hour minimum)
Technical Fee for Specialized Personnel (Sound, Technical)	\$40/hour
Setup Fees	\$30/hour (1 hour minimum)