

## Summit Hill School District 161

20100 S. Spruce Drive

Frankfort, IL 60423

(815) 469-9103

### Rules and Regulations to Govern Use of School Facilities

#### I. General Procedure and Regulations

##### A. Rules Governing Building and Grounds Use

1. Groups must restrict their activities to the room assigned and are not to enter other areas or rooms. Only the designated entrances and exits are to be used, except in cases of emergency. The school offices and equipment will not be available for use by groups. Telephones may not be used except in emergency. The custodian will open the office for use of a telephone in cases of emergency, but all groups shall have access to a cell phone for emergency use.
2. Storage space and special equipment (except pianos, chairs, tables, and materials specified) are not available for use by groups using school rooms or grounds.
3. Vehicle Parking
  - a. All children must park bicycles in the designated parking racks or areas. Bicycles may not be parked on lawns, sidewalks, or roadways.
  - b. Cars may park in paved areas marked for parking.
4. Any organization using the building will be liable for any damage beyond normal "wear and tear" and will be charged the actual District cost for repair of the damage caused.
5. The sale, service or use of intoxicating beverages, or drugs of any sort is prohibited within school buildings and on school grounds. Tobacco use is also not permitted at any time on school grounds.
6. Each group shall restore the room or area used to its original condition before leaving. A clean-up charge will apply: \$30/hour minimum.
7. The serving of refreshments is not permitted in any classroom.
8. Non-payment of fees or violations of any regulations contained in this document will automatically disqualify organizations from future use of building facilities.
9. Groups must describe in advance any displays or special set-ups they wish to erect; and placement of these displays or special set-ups must not conflict with school use of the rooms or areas or with district policy.
10. Reservations and charges refer to the actual date only, and access to the room is not possible until ½ hour before the meeting time. Use of the room in advance for rehearsals or setting up displays, etc. will involve additional time charges and must be approved by the building principal.
11. The use of chalkboards, white boards, or bulletin boards in classrooms or other spaces is prohibited.

12. Organizations which use the gyms or multi-purpose room must instruct members of their groups to wear approved types of athletic shoes at all times when participating in events or practice of an athletic nature. All organizations using the gym must furnish their own equipment. Mats and nets will be made available upon prior request. Any damage occurring to District owned property will be billed to the organization at the actual replacement cost to the District.
13. School District 161's insurance cooperative requires organizations to file an original certificate of insurance stating the following minimum coverage: General Liability with an aggregate limit not less than \$1,000,000. The certificate of insurance shall name "Summit Hill School District 161" as an additional insured. The certificate of insurance must be filed with the Facilities/Ground Application. Those organizations that annually file an Application for Room Utilization shall submit the certificate of insurance with each annual submission.
14. Baseball and softball teams shall use only soft balls or rag balls while using indoor District facilities.
15. If storage of equipment in District parking lots is required, the requesting group shall contact the building principal prior to the equipment arriving on District grounds for approval.
16. Rental groups shall leave District facilities promptly at their scheduled end time or additional fees will be incurred.
17. Groups shall submit to the District with their application proof that at least one adult with the group has completed AED training and is certified to use an AED.
18. Any group that violates any of these rules and regulations more than two (2) times in a school year will be prohibited from using or renting any District facility for the duration of that school year.

#### B. Procedures for Application and Assignment

1. Each group must navigate from the District website to the Facility Use Request page. The group must create an account to register with MLSchedules K12 Facility Request Software website. The group's Certificate of Insurance is required to complete the registration. Once the registration is approved, the group is allowed to make their request through the website. The completed request will be sent to the Principal for approval and then to District Office for final approval.
2. Should a group wish to request multiple dates at multiple District buildings, the District reserves the right to limit the approval of days based upon requests from other groups.
3. The master schedule of all space reservations will be maintained through the MLSchedules K12 Facility Request Software. The website will require a minimum of 14 days notice to request a space. The website will allow a maximum of 30 days in the future to request a space.

4. When groups of the same category file conflicting requests at the same time, a lottery will be used to determine approval. 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 of students in District 161 <b>and service at least 50% of its students</b> | Free (Monday-Friday when school is open and a custodian is present.)<br>Fee (All other times)<br>Setup Fee (if applicable) |
| 4        | All other organizations   | Fee  |

5. Each group will be notified by e-mail from the MLSchedules K12 Facility Request Software website regarding the status of their facilities use request and information concerning the payment of fees.
6. In the event of questions regarding a decision of facilities usage priority, final determination will be made by the Superintendent.
7. The school district will not make school facilities available for use during days when students are not in attendance, except through approval by the Superintendent.

### C. Cancellations

1. Groups shall serve 24 hour notice to the Principal for cancellation of any week day meetings.
2. Regularly scheduled groups using school facilities or ground on the weekend shall notify the school office no later than noon on the preceding Friday if they intend to cancel their scheduled use.
3. If adequate notice of cancellation is not given, full charge for the facilities will be made to any organization.
4. After two (2) occasions that a group cancels their usage and fails to provide timely notice to the District of the cancellation, that group shall have all future dates cancelled for the remainder of the current school year.
5. Any of the provisions for rental as stated herein or reservations made by organizations may be canceled by 24 hour notice from the School District.
6. The Principal will notify the District Office in writing of any cancellation of fee rental for parent organization and/or committee usage.
7. Groups that have their request cancelled at one District building must complete a new application and submit it to the building where they wish to reschedule their event. It should not be assumed that the alternative location is available at the date and time of the event.

D. Parent Organizations and/or Committees

1. Rental fees are waived for parent organizations and/or committees.
2. Regulations on hours must be observed by all parent organizations and/or committees.

E. Frankfort Square Park District Programs

1. All Frankfort Square Park District arrangements for use of school buildings and grounds are to be made by the Park District Administrator through the Principal's office. No charges will be made to the Frankfort Square Park District except where direct additional costs are a result of room utilization by that organization are incurred by the School District because the programs of Frankfort Square Park District serving any area contained within the School District are considered a part of the school program.

F. Supervision of Facilities

1. A school district custodian will be on-site for all regularly scheduled programs.
2. Adult supervision must be provided by the organization using school district facilities in the approximate ratio of one adult to 25 participants. **For emergency purposes, all adults supervising students must wear their organization's ID.**

II. Schedule of Time Available

A. Classrooms and Other Facilities

1. Classrooms will be available for use only if such use does not conflict with the regular school program.
2. On school days classrooms will be scheduled at a time after school designated by the Principal but on no occasion before 3:40 pm.
3. Classrooms and other facilities will be available for use at times when custodians are not ordinarily on duty, subject to availability of custodial staff to supervise the use of school facilities. A fee will be assessed to cover costs associated with personnel.
4. Gymnasiums at Hilda Walker and Summit Hill Junior High will not be available for use until 7 p.m. on nights where District teams have home competitions.
5. In no event will any group be permitted to use District facilities after 9 p.m.

### III. Rental Charges for Classroom and Multi-Purpose Rooms

A. The following fee structure will be set:

| <b>Space</b>  | <b>Fee</b>                 |
|---|----------------------------|
| 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) |

*Form Revised:* January 2018

