

Updated 6-13-18

FOX RIVER GROVE SCHOOL DISTRICT 3 FACILITY USE APPLICATION

Group/Org. Name: _____
 Contact Person: _____
 Contact Phone: _____ (home) _____ (work)
 _____ (cell)
 Contact/Billing Address: _____

Building: Middle School ARS
 Days of Week: Sun M Tu W Th F Sat
 Start Date: _____ End Date: _____
 Start Time: _____ am/pm End Time: _____ am/pm
(include all time to be in facility)
 Requested Dates NOT available (office use):

Purpose of Use: _____

Yes No Does your organization have paid employees/coaches? If yes, Worker's Comp insurance required.

AREA REQUESTED (check all boxes that apply and ONLY indicate number of hours if different than above)

Middle School		# of Hours	(Office Only)		ARS		# of Hours	(Office Only)	
			Fee	Total				Fee	Total
<input type="checkbox"/>	Main Gym	_____ x	_____	= _____	<input type="checkbox"/>	Gym	_____ x	_____	= _____
<input type="checkbox"/>	Multi-Purpose Room	_____ x	_____	= _____	<input type="checkbox"/>	Conf. Rm.	_____ x	_____	= _____
<input type="checkbox"/>	Kitchen	_____ x	_____	= _____	<input type="checkbox"/>	Library	_____ x	_____	= _____
<input type="checkbox"/>	Library	_____ x	_____	= _____	<input type="checkbox"/>	Comp. Lab	_____ x	_____	= _____
<input type="checkbox"/>	North Computer Lab	_____ x	_____	= _____	<input type="checkbox"/>	Cust./Maint.	_____ x	_____	= _____
<input type="checkbox"/>	South Computer Lab	_____ x	_____	= _____	<input type="checkbox"/>	Supervisor	_____ x	_____	= _____
<input type="checkbox"/>	Cust./Maint.	_____ x	_____	= _____	<input type="checkbox"/>	Application Processing	_____ x	_____	= _____
<input type="checkbox"/>	Supervisor	_____ x	_____	= _____					
<input type="checkbox"/>	Application Processing								
				\$10					\$10
Sub Total = _____					Sub Total = _____				

Additional Equipment Needed (Please list only item and number needed. see page 2 for additional item fees)

	Number Needed	Fee
_____	_____ x	_____ = _____
_____	_____ x	_____ = _____
_____	_____ x	_____ = _____

Gymnasium Use: Bleachers _____ yes _____ no (_____ North _____ South – MS main gym only) **Fee Total: \$ _____**
 Stage _____ yes _____ no (maintenance fee will apply for set-up/take down) **(due at time of request)**
 BB Hoops _____ yes _____ no (Tier 3 & 4 fee) Scoreboard Controls _____ yes _____ no

Additional Physical Arrangements: (Please be very specific)

ONLY D3 STAFF ARE TO OPERATE BLEACHERS, CURTAIN OR HOOPS.

Will food or drinks be served? _____ yes _____ no

All areas and equipment based upon a **2 hour minimum** unless otherwise approved. Custodial, maintenance and or supervisory services will be based upon hours required. Requests must be given to the building principal a minimum of **5 BUSINESS DAYS PRIOR** to the activity. Cancellations must be received 48 hours (2 full business days) prior to the scheduled event or the usage fee will be assessed. Lessee must have a signed approval prior to using the facility. All rents and charges shall be payable to: School District 3, 403 Orchard Street, Fox River Grove, Illinois 60021.

PUBLIC LIABILITY INSURANCE AGREEMENT

Lessee covenants and agrees that Lessee will at Lessee's expense carry with a responsible insurance company, approved by Lessor, throughout the term of this lease or use, insurance that will protect and save and keep the Lessor forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of the Lessee or those holding under Lessee, and the Lessee will at all times protect, indemnify and save and keep harmless the Lessor against and from any and all loss, cost, damage, or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whosoever and will protect, indemnify and save and keep harmless the Lessor against and from any and all claims and against and from any and all loss, cost, damage, or expense arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum limit of \$1,000,000.00 and \$2,000,000.00 in the aggregate and \$500,000 for each item under Worker's Compensation and Employers' Liability if organization has paid employees. A copy of said insurance shall be delivered to Lessor and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be canceled without giving at least ten (10) days prior written notice to Lessor. Lessor, as used herein, shall include, but not be limited to, the school district, the School Board, members of the School Board, its agents and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately as the case may be. *(see page two for Tier 4 necessary coverage)

Lessee Signature (group/organization contact): _____	Date: _____
Date Received: _____ Tier 1 2 3 4 Fee: \$ _____	Date Invoice Sent: _____ Date Paid: _____
(bv office)	
Principal Approval: _____	Date: _____ Superintendent Approval: _____
Date: _____	

***TIER 4 - COMMERCIAL (FOR PROFIT) GROUPS**, (including flea markets, craft shows, business displays, business seminars or presentations, parties and receptions,) shall provide a Certificate of Insurance along with their Application for Use of Buildings and Grounds with evidence of:

1. Workers' Compensation and Employers Liability
2. General Liability (Occurrence Basis Only) with the following coverage inclusions:
Limits of Liability shall not be less than \$1,000,000 per occurrence, \$3,000,000 aggregate, for Personal Injury, Bodily Injury and Property Damage.

FEE SYSTEM FOR GROUPS/ORGANIZATIONS/INDIVIDUALS

Each group/organization/individual applying to use facility space will be assigned a "Tier" for the purpose of assessing fees by the building principal. Each of the tiers include the listed groups, but may not be limited to such groups. **Rental charges may be waived if the event is for the direct benefit of the School district or school related group.** Rental and/or employee cost may only be waived by inter-governmental agreement or by the Superintendent if unusual circumstances merit such consideration.

Tier 1 SCHOOL SPONSORED GROUPS Advisory Committees, PTO, MPO, curricular and co-curricular student and staff groups. This **does not** include others sponsored by Tier 1 groups for purposes of insurance.

Tier 2 YOUTH ORIENTED/TIER 1 SPONSORED/ADULT COMMUNITY GROUPS – NON PROFIT
Fox River Grove Groups: Rec Council, Scouts, PTO Men's BB, Fire and Police Departments, Public Library, Lion and Lioness Groups and governmental agencies whose purpose for the use has been determined to have a relation to the district.

Tier 3 NEIGHBORING COMMUNITY YOUTH AND ADULT SPONSORED GROUPS – NON PROFIT
Cary/Barrington Youth or Adult Organizations. (basketball, baseball, and theatre.) If 75% of a Tier 3 group is comprised of FRG students/adults, Tier 2 fees will apply.

Tier 4 PROFIT/COMMERCIAL GROUPS
Individuals, groups, businesses, or firms whose prime focus is the making of or promotion of profit. This includes individual instructors who charge for classes and who profit from the proceeds.

Rental Fees for Facility Use (per hour)	Tier 1	Tier 2	Tier 3	Tier 4
Application Processing (one time fee per form)	NA	NA	\$10	\$10
Main Gym (MS Only)	NA	\$15	\$30	\$90
MP Room (MS) or Gym (ARS)	NA	\$10	\$20	\$60
Kitchen (MS w/mp room rental)	NA	\$5	\$10	\$30
Library/Conference Room	NA	\$5	\$10	\$30
Computer Lab (plus per comp. fee)	NA	\$5	\$10	\$30
Cust./Maint./Supervisor (weekday) *cust/maint. if required	NA	\$15	\$15	\$15
(weekend)	NA	\$30	\$30	\$30
Tables \$1/ea, chairs \$10/100, Piano \$10/use, sound system \$10/use, lighting & extended stage \$10/ea/use plus maintenance time, overhead \$3/use, TV/VCR/DVD \$5/use, projector \$5/use and computers \$2ea/use. *Digital scoreboard controller \$5/use. Additional items may be available for use/fee upon request. Users are expected to set up and take down chairs and tables unless otherwise contracted. *Tier 1 and 2 exempt from controller fee.				

• All of the above include use of associated facilities, such as, rest rooms and parking lot[s]. Please sign (initial) acknowledging that you have read this form. No reservations will be accepted without this acknowledgement:

Charge for Employee Time:

- All time devoted to the event by school district employees must be paid by the user. This includes clean up during or after the event to return the facility to original condition. The rate charged for employee time will be determined by the Head Custodian, Maintenance Director and Building Principal at levels established to recover actual cost.
- Only TIER 1 & 2 groups will have access to lock box combination. TIER 3 and 4 must have an appropriate district employee (supervisor) in attendance during all activities plus opening, clean-up and closing of building. Two-Hour Minimum when employee is not already on duty.
 - Onsite Supervisor/Custodial \$30.00/Hour

Renters initials acknowledging terms and conditions _____

***RESERVATION PROCEDURES ***

During the school year, application for building reservations must be made at least 5 BUSINESS DAYS prior to date of use. **Building reservations will be accepted after May 1st** for the next school year from any organization. Reservations will not be recorded until all school activities have been recorded. Reservations will be recorded in the following order:

- School Activities
- Fox River Grove Rec Council Basketball or “in season” activities
- PTO and Scouts
- All other groups in the order in which they are received

FACILITY USE GUIDELINES

1. Groups will be permitted to enter building 5 minutes prior to their scheduled time.
2. Groups must be out of the building within 10 minutes of their scheduled time.
3. **Renter/Organizations** must be properly supervised by a person 21 years of age or over and must confine their activities to the portion of the building or grounds as stated on the approved permit.
4. No alcoholic drinks or controlled substances shall be served, dispensed or consumed on school property.
5. **Smoking IS NOT Permitted Anywhere on District Property – including sidewalks and parking lots.**
6. The user will be responsible for repair of all damaged school district property resulting from use. In the event there is a breakage or damage of any sort, the parties using the school facilities should report same to the custodian or building office ASAP and plan on the possibility of receiving a bill to cover costs of repair or replacement.

The granted permit is subject to cancellation should the Superintendent of Schools or the Superintendent's designee determine that the permit granted conflicts with any school activities, which may arise subsequent to the issuance of this permit.

Week night on-site staff are Mrs. Linda Barham and/or Mrs. Glenna Marshall at the FRGMS and Mrs. Kelly Ford at Algonquin Road School. Please address any questions you may have to them. They will also speak with you regarding any questions they may have, so please introduce yourself to them as the supervisor for the evening.

We take pride in the fact that we are able to allow our recreation council and other organizations to use our facilities when available. Please share pages 3 & 4 with all individuals who will be supervising the scheduled event. **Thank-you for respecting these requests!**

General Rules:

1. When using our building, please be respectful at all times and leave the area that you are using as it was when you arrived.
 - a. **Organizations are responsible for all of the trash for the event. Whoever is in charge of locking up should make sure all trash is out and lights are off unless otherwise contracted for these services.**
2. No food or drink is allowed anywhere outside of the cafeteria/multi-purpose room unless permission is given (**exception for plastic bottles in gyms, see page 4, #1 in both sections**).
3. Be sure to secure key or lockbox combination, in the event that they are needed. **Organizations are responsible for making sure that the event area is locked and secured after their activity each evening unless otherwise contracted for these services.**
4. Use of the restrooms should be monitored by adults at all times and used appropriately.
5. **Supervision of children:** All parents are responsible for their own children. Children must remain with their parents/adult supervisors at all times and are **not out in the halls** unsupervised or misbehaving.

Weekend Activities

Tier 1 and 2 Groups: District 3 does not have custodial staff during or in between weekend activities unless otherwise agreed upon. Please make sure trash is picked up, all lights turned off and all doors closed and locked. Health/injury emergency call 911. For other building related issues, possible help for the middle school is head custodian Linda Barham at (847) 769-7543 and for Algonquin Road School head custodian Kelly Ford at (847) 915-2615. They **may** be available to help.

Winter: Salt and a shovel will be left by each entrance for community group use as needed. Gym floor brooms and bucket with mop will be left for organization's use.

Renters initials acknowledging terms and conditions _____

ARS GYMNASIUM AND MS MULTI-PURPOSE ROOM USE:

- 1) Food and drink are allowed in the multi-purpose room, however **ONLY WATER IS ALLOWED IN CARPETED AREAS.**
- 2) Basketballs that have been used on outside courts are not allowed.
- 3) Baseball and Softball:
 - a) Indoor facilities are to be used primarily for conditioning drills and speed and mobility training.
 - No baseballs, softballs or bats are allowed in the gyms, even if they specify indoor use.
 - b) Only Wiffle or foam balls and bats are allowed.
- 4) Supervision of children: (see page 3)
 - a) Wall padding – Please be sure that children are not pounding, kicking or running up the pads on the wall. This damages them in a very short time.
 - b) If stage is set up, please keep children off unless authorized to use for appropriate activity.
- 5) Bleachers:
 - Please do not sit on the bleachers at any time (except for bottom row) unless they are pulled all the way out and in the locked position.
- 6) **Keys for Multi-Purpose Room:** There are two keys in the lock box for the multi-purpose room. One to get in and the other to get in the table/chair storage room closet on the west side of the gym. On the back of that door is located the key to lock down the outside door if needed as well as a light switch key for the washrooms.

MAIN GYMNASIUM (MIDDLE SCHOOL) USE

ONLY DISTRICT 3 EMPLOYEES ARE TO OPERATE BLEACHERS, CURTAIN AND HOOPS. NEVER MANUALLY PULL OUT THE BLEACHERS.

- 1) **No food allowed in the gym at anytime.** Capped plastic bottles are allowed for after school events. Machines are available in the lobby for your convenience. **ONLY WATER IS ALLOWED IN CARPETED AREAS.**
- 2) Indoor shoes only on the gym floor. Shoes that have been worn outside are not allowed on the gym floor
- 3) Basketballs that have been used on outside courts are not allowed.
- 4) Baseball and Softball:
 - a) Indoor facilities are to be used primarily for conditioning drills and speed and mobility training.
 - b) No baseballs, softballs or bats are allowed in the gyms. Even if they specify indoor use.
 - Only Wiffle or foam balls and bats are allowed.
- 5) Supervision of children: (see page 3)
 - Wall padding – Please be sure that children are not pounding, kicking or running up the pads on the wall. This damages them in a very short time.
- 6) **Bleachers:** Please do not sit on the bleachers at any time (except for bottom row) unless they are pulled all the way out and in the locked position. Bleachers in the main gym are motorized and are only to be operated by District 3 approved staff members. **DO NOT TRY TO PULL THE MAIN GYM BLEACHERS OUT MANUALLY.**

Renters initials acknowledging terms and conditions _____