

INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT #204
Crouse Education Center
P. O. Box 3990, Naperville, Illinois 60567
630/375-3000 Fax 630/978-5200

To: 2009-2010 District 204 Building Renters
From: Mike Pedersen, Director of Building Operations
Re: Building Rental Guidelines for 2009-2010

DISTRICT 204 BUILDING RENTAL PROGRAM

Indian Prairie School District 204 believes an important component of a public school system is the use of district facilities by appropriate community groups. Given the first priority of using these facilities for safe, efficient delivery of academic and extra-curricular activities for our students; District 204 is committed to this service. To maximize community use while protecting our main student-centered responsibilities, the following guidelines have been established.

When submitting the rental application, return pages 1A – 5A. Please be sure all five pages are filled out completely, or the form may be returned. Page 2A, section 2, must be filled out or the application will not be processed

Keep pages 1– 8 for future reference. If your rental request is filled, you must follow the guidelines on these pages. To save paper, the guidelines will not be reissued with your rental contract.

WHAT MAY I RENT?

- 1) The following District 204 facilities are available for rental, in accordance with limitations contained herein:

LEGEND: 1.) M,T,W,TH, F = building not available 2.) G = gym never available

ELEMENTARY SCHOOLS

| | |
|----------------------|----------------------|
| Brookdale (W, F) (G) | May Watts (W) |
| Brooks (TH) | McCarty (M) |
| Builta (TH) | Owen (TH) |
| Clow (TH) | Patterson (W, F) (G) |
| Cowlishaw (TH)(G) | Peterson (TH) |
| Fry (TH) | Spring Brook (TH) |
| Georgetown (M) | Steck (TH) |
| Gombert (TH) | Welch (TH) |
| Graham (F) | White Eagle (TH) |
| Kendall (W) | Young (T) |
| Longwood (W) | |

MIDDLE SCHOOLS

Fischer (T) No rental available until 10/09
Crone (T)
Granger (W)
Gregory (W)
Hill (W)
Scullen (T)
Still (T)
Indian Plains Alternative (W)

High Schools / Gold Campus
generally not available: see pages 2 and 3, # 8-11

ATHLETIC FIELD USAGE

Field use is under the auspices of Naperville Park District, Fox Valley Park District and District 204 as follows:

| <u>Naperville Park District Fields</u> | <u>Fox Valley Park District Fields</u> | <u>District 204 Fields</u> | |
|--|--|---|--------------|
| Gregory (SW Backstop) | Georgetown | Brookdale | Spring Brook |
| Cowlshaw | Gombert | Brooks | Wheatland |
| Fry | McCarty | Builta | |
| Graham | Steck | Clow | |
| Kendall | | Longwood | |
| Owen | To schedule an activity | May Watts | |
| Welch | at Fox Valley Park District | Patterson | |
| White Eagle | fields, call: 630-897-0516 | Peterson | |
| | and ask to speak with Bill | | |
| To schedule an activity at Naperville Park District fields, call: 630-848-3536 | | To schedule an activity at District 204 fields, follow the guidelines in this document. | |

Middle School, High School/Gold Campus athletic fields are not available for rental.

- 2) Generally, schools are available Monday-Sunday; except for weekly, school exclusive night(s).
 - a) Elementary schools are available Monday-Friday from 6:30-9:30 PM, weekends from 8:00 AM - 9:30 PM.
 - b) Middle schools are available Monday-Friday from 7:30-9:30 PM, weekends from 8:00 AM - 9:30 PM.
- 3) For security purposes, school entrances are typically locked at 4:00 PM. It is the responsibility of the activity supervisor to coordinate student pick-up with parents.
- 4) Middle schools are not available for rental from June 1 – September 1.
- 5) Elementary schools are available, on a limited basis, from June 1 – July 31.
- 6) No schools are available from August 1 – 31.
- 7) See the attached master district calendar for school holidays and special events that may impact rental.
- 8) Because of mutually beneficial inter-governmental agreements between the school district and Naperville Park District and heavy extra-curricular use, the following are not available for rental, except for extraordinary circumstances decided by building or central office administration:
 - A) WVHS and NVHS Main and Freshmen Campus (with the exception of pools, auditoriums and gyms that may be available per guidelines #9, 10 & 11.)
 - B) Metea Valley High School will not be available for rental until at least September 1, 2010.
- 9) To use the auditorium at NVHS and WVHS:

Complete a building rental application and return it directly to the Auditorium Director at the high school you wish to use.

Marge Bello, Auditorium Director
Waubonsie Valley High School
2590 Route 34
Aurora, IL 60504
phone: 630-375-3293
e-mail: marge_bello@ipsd.org

Ryan Rimington, Auditorium Director
Neuqua Valley High School
2360 95th Street
Naperville, IL 60564
phone: 630-428-6672
e-mail: ryan_rimington@ipsd.org

Ms. Bello or Mr. Rimington will work with you to see if a rental may be arranged. You should not consider an agreement final until you receive written confirmation.

10) To use the pools at NVHS and WVHS:

Complete the rental application and return it directly to the Aquatic Director at the high school you wish to use.

Luke Payette, Aquatic Director
Waubonsie Valley High School
2590 Route 34
Aurora, IL 60504
phone: 630-375-3564
e-mail: Luke_Payette@ipdsd.org

Chad Allen, Aquatic Director
Neuqua Valley High School
2360 95th Street
Naperville, IL 60564
phone: 630-428-6399
e-mail: Chad_Allen@ipdsd.org

Mr. Payette or Mr. Allen will work with you to see if a rental may be arranged. You should not consider an agreement final until you receive written confirmation.

11) To use the gymnasiums at NVHS, NV Gold, and WVHS:

Complete the rental application and return it directly to the Athletic Director at the high school you wish to use.

Mike Rogowski, Athletic Director
WVHS, WV Gold Campus
2590 Route 34
Aurora, IL 60504
phone: 630-375-3393
e-mail: mike_rogowski@ipdsd.org

Barb Barrows, Athletic Director
NVHS, NV Gold Campus
2360 95th Street
Naperville, IL 60564
phone: 630-428-6849
e-mail: barb_barrows@ipdsd.org

Mr. Rogowski or Ms. Barrows will work with you to see if a rental may be arranged. You should not consider an agreement final until you receive written confirmation.

PREPARING YOUR RENTAL APPLICATION

You must use these guidelines to submit an application. If not, it may be returned.

- 1) One building rental form will be used for:
 - a) One event, held on one day/time in one building (i.e. Pine Tree Subdivision Homeowners meeting; 8:00 PM; Hill Middle School; October 13, 2009)
 - b) One repeating event, held Monday - Friday, at the same repeating time in one building (i.e. Suburban Youth Basketball; Mon., Wed., and Fri., 8:00 PM – 9:30 PM from October 2, 2009 to November 3, 2009; at May Watts School.)
 - c) One repeating event, held Saturday and/or Sunday, at the same repeating time in one building.
(i.e. Boys Soccer, Saturday and Sunday, 8:00 AM – 12:00 PM from January 6, 2010 – February 4, 2010, at Wheatland.)

Separate forms must be used for each event unless they meet either criteria a), b) or c).
- 2) Do not staple any part of pages 1A – 5A.
- 3) You must return all pages 1A-5A.
- 4) Additional rental forms are available online at www.ipdsd.org, under "Documents & Forms".

- 5) The packet must be completed using only capital letters, black ink, and placing one letter per box.
- 6) The "Hold Harmless Agreement" (page 5A) must be filled out completely and returned with a copy of your insurance certificate, along with your application. Renters must have \$500,000 liability insurance and name Indian Prairie School District 204 as certificate holder.
- 7) **a.) If you are filing an application for the 2009-2010 school year, return your packet to the Crouse Education Center by 3:30 PM on Friday, May 26, 2009. Applications received after that date are considered after those received by that date. NOTE: To maximize facility/field availability with the large number of requests, applications received prior to May 26 are not necessarily given further chronological consideration. This includes any received before this years guidelines were available.**
Deliver requests to:

Mail Address
Crouse Education Center
Indian Prairie School District 204
P. O. Box 3990
Naperville, Illinois 60567
Attention: Shari Olsen

Hand Deliver Address
Crouse Education Center
780 Shoreline Drive
Aurora, Illinois 60504
(in the Meadow Lakes Office Park)

- b.) **If you are filing an application after the start of the 2009-2010 school year (August 20, 2009) deliver your packet to the school office where you wish to rent, do not deliver it to the Crouse Education Center.**
- 8) The percentage of participant residency will be used to prioritize rental requests. Please make sure this information is complete.
- 9) All information must be filled out on any application.
- 10) Unless there are unique circumstances beyond the control of the renter, you will be charged appropriate fees for each day listed on the application. Please enter days accurately, and only those days you know you will use. Cancellation of a specific date must take place no less than seven (7) days prior to the event date. Notification should be by email or fax to the school office and the Rental Secretary at the Crouse Education Center (630-978-5200). Also, see page 5, #13 pertaining to no call/no show fees.
please note: School District offices are closed from December 24, 2009-January 3, 2010. Please plan accordingly during this period to allow enough time for rental change notifications required in early January.
- 11) School District 204 events (Category A) have priority over categories B, C, and D (see page 6). The District reserves the right to reject, cancel, or reschedule any building rental in the best interest of the school district. Specifically, PTA events may be planned on short notice. PTA events will cause category B, C and D events to be rescheduled.
- 12) District maintenance schedules or emergencies have priority over building rental.
- 13) All rental is contingent upon availability of appropriate district personnel.
- 14) When an application is processed, additional custodial time may be added to the time your event begins and ends. This is an estimate for building opening and clean-up requirements. It is an estimate only. Your final cost will be determined upon our receipt of custodial timesheets. Snow removal time may also be assessed as needed.
- 15) Applications received less than (7) school days before the requested rental date(s), may not be filled. This is due to time needed to evaluate facility and personnel availability.
- 16) Invoicing:
 - a) All custodial charges shown on the initial permit are estimates. A final invoice will reflect the custodial charges determined by actual custodial timesheets.
 - b) Sport groups and other multiple date groups will be invoiced at the end of the event.
 - c) Church groups will be invoiced in April, July, October, and January.

GENERAL RENTAL GUIDELINES

- 1) Presence or consumption of alcoholic beverages is not permitted on school property (grounds and buildings).
- 2) Smoking is not permitted on school property (grounds and buildings).
- 3) Without special permission from the building principal; food or beverages (including water bottles) are not allowed in gymnasiums. This pertains to participants and spectators.
- 4) Open flames are prohibited on School District 204 property (example: candles).
- 5) Black-soled shoes may not be worn on hard surface gym floors.
- 6) Due to a history of facility damage, building rental for any form of baseball practice, except "conditioning", is not allowed. Specifically, the use of any type of ball or bat is not allowed.
- 7) Renters must provide adequate adult supervision for any children participating in the event or attending the event. Rental groups must have a supervisory plan that includes, but is not limited to, appropriate supervision of children in the activity area (gym, Multipurpose Room, auditorium, etc.) and in auxiliary areas (hallways, washrooms, etc.).

The plan must be clearly articulated to the immediate supervisor, in writing. It must include appropriate behavioral expectations and adequate consequences to protect both the safety of participants, attendees, and school property.

As needed, rental groups may be asked for a copy of the supervisory plan. Failure to provide a copy may result in loss of use of the facility.

Typically, when a supervision problem occurs, a building administrator or his/her designee will contact the sponsor to discuss the problem and its resolution. Repetition may lead to contact from Building Operations personnel, which may result in termination of the contract.

- 8) Payment for damage to school district property caused by the renter will be the responsibility of the renter. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
- 9) The Board of Education or its agent(s) reserves the right to withdraw permission to use a building or site facility when it is felt to be in the best interest of the District.
- 10) Parking is prohibited in circle drives in front of the schools. Please use parking lots before parking on the street.
- 11) All set-up/take-down and movement of any school equipment must be done by District custodians.
- 12) In overtime (typically weekend) situations, custodians will wait a minimum of two (2) hours for a group to arrive.
- 13) In the event a renter does not notify the school that the renter will not be present on a Saturday or Sunday by 12:00 noon on the preceding Friday; the renter will be charged a minimum of two hours for custodial fees.
- 14) **During a weather related or other emergency school closing, all rental events are cancelled.**

15) If you have any questions, **please fax, e-mail** or write.

Indian Prairie School District 204
Crouse Education Center
Attention: Shari Olsen
P. O. Box 3990
Naperville, Illinois 60567
fax: 630-978-5200
e-mail: Shari_Olsen@ipsd.org

A fax, letter or e-mail allows time to research your question in a more thorough, prioritized manner. We will reply as soon as possible.

RENTER CATEGORIES

Note: Facilities may not be rented for individual or family purposes.

Category A School-Sponsored Activities

EXAMPLES: all School District 204 programs; PTA meetings/events;
School-Business Partnership activities

FACILITY FEE: no

PERSONNEL FEE: no (note: An activity requiring custodial overtime must receive approval by the building principal or designee.)

Category B Community Programs for Students

EXAMPLES: park district youth programs; youth athletic association programs; YMCA youth groups; scouting groups; homeowners' association child-related programs; etc.

FACILITY FEE: yes

PERSONNEL FEE: yes: for all non-school days and others as determined by the District

Category C Community Programs for Adults

EXAMPLES: park district adult programs; YMCA adult programs; homeowners' association adult-related programs; adult recreation groups; churches; federal, state, and local elections; etc.

FACILITY FEE: yes: seven days per week

PERSONNEL FEE: yes: for all non-school days and others as determined by the District

Category D Private Usage and/or Fee Required Activities

EXAMPLES: activities/programs where donations, fees, admission or implied charges may occur for any individual who is solicited to attend (note: "Non-profit" status groups may be included in this category.)

FACILITY FEE: yes: seven days per week.

PERSONNEL FEE: yes: for all non-school days and others as determined by the District

FACILITY FEES

(Effective August 1, 2009 through July 31, 2010)

Elementary Schools

| <u>room classification</u> | <u>group A</u> | <u>group B</u> | <u>group C</u> | <u>group D</u> |
|-----------------------------------|----------------|---|----------------|----------------|
| elementary classroom | no charge | 10.00/hr | 12.00/hr | 24.00/hr |
| elementary gym (carpet or tile) | no charge | 10.00/hr | 25.00/hr | 44.30/hr |
| elementary LMC | no charge | 10.00/hr | 20.00/hr | 31.30/hr |
| elementary multi-purpose room (*) | no charge | 10.00/hr | 20.00/hr | 31.30/hr |
| elementary stage (*) | no charge | 10.00/hr | 12.00/hr | 24.00/hr |
| field use | no charge | 25.00 for weeknights. Weekdays: 25.00 8am-2pm, 25.00 2pm-8pm | | |

(*) Due to the large demand for multi-purpose rooms and stages use by Brownies, Girl Scouts, Cub Scouts, etc.; these groups may be required to share these areas at times.

Middle Schools

| <u>room classification</u> | <u>group A</u> | <u>group B</u> | <u>group C</u> | <u>group D</u> |
|-----------------------------------|----------------|----------------|----------------|----------------|
| middle school classroom | no charge | 10.00/hr | 12.00/hr | 24.00/hr |
| middle school commons | no charge | 10.00/hr | 30.00/hr | 58.60/hr |
| middle school gym (tile and wood) | no charge | 10.00/hr | 40.00/hr | 83.20/hr |
| middle school LMC | no charge | 10.00/hr | 30.00/hr | 58.60/hr |
| middle school stage | no charge | 10.00/hr | 12.00/hr | 24.00/hr |

High Schools

| <u>room classification</u> | <u>group A/B</u> | <u>group C</u> | <u>group D</u> |
|------------------------------------|------------------|----------------|----------------|
| high school atrium, (WVHS only) | no charge | 26.00/hr | 58.60/hr |
| high school auditorium | no charge | 75.00/hr | 123.60/hr |
| auditorium dance floor | 382.00 | 382.00 | 382.00 |
| high school classroom | no charge | 12.00/hr | 23.40/hr |
| high school commons | no charge | 35.00/hr | 58.60/hr |
| high school forum room (NVHS only) | no charge | 18.30/hr | 44.30/hr |
| high school gym: see (**) below | no charge | 75.00/hr | 124.80/hr |
| high school swimming pool | no charge | 83.20/hr | 139.10/hr |

(**) See page 3, #11 regarding rental of a high school/gold campus gym.

PERSONNEL FEES

Note: For Monday through Friday activities while school is in session, personnel charges will typically not be assessed. An exception may be an unplanned amount of custodial time for a set-up or take down that significantly impacts a custodian's ability to do his/her regular duties. If so, he/she may generate a timesheet for which the renter is liable.

| | Saturday or any other overtime | Sunday or School designated holidays |
|--|--------------------------------|--------------------------------------|
| custodians or maintenance persons | \$43.00/hr | \$58.00/hr |
| certified personnel: site supervisors | \$31.00/hr | \$31.00/hr |
| student technicians; sound/light auditorium technicians, pool/safety personnel | \$8.50/hr | \$8.50 hr |

Note 1: Fractions less than ½ hour of building rental will be rounded up to the nearest ½ hour.

Note 2: a. **Only district custodians** may set up, take down, or otherwise move any school equipment such as chairs, tables, video carts, etc.
b. Custodial charges will be the renter's responsibility in Categories B, C, and D.
c. Final billing may include set up and/or take down time not included on the original permit if it is shown on the actual time sheet of the custodian(s) working at the rental.

Note 3: For building rental, custodians will wait a minimum of two (2) hours beyond the contracted starting time. The renter will be obligated to pay a personnel fee equal to a minimum of two (2) hours.

(building rental guidelines 2009-2010)