

**BUILDING USE GUIDELINES**  
**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: 2024-25 District 204 Building Renters

From: John Robinson, Director of Building Operations

**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. The first priority of using these facilities is for safe, efficient delivery of academic and extra-curricular activities for our students. It is also important to ensure the security of our students, staff and guests while protecting the building and equipment provided by our citizens. Therefore, the following guidelines have been established.

A new application must be submitted each new school year, generating a new reservation number.

- Please request only what you need to support your program.
- Rental groups from the previous year will be given priority for those facilities, days of the week, and times *for which they actually used during the previous school year.*
- Permits will be processed after adjusting for dates when our schools are not available. **Please review NO RENT dates on our Building Rentals page** on our website: [ipspd.org](http://ipspd.org), as well as the school's calendar.
- If you need more dates than you were approved for last year, a separate application for your additional needs must be submitted. (See page #3 for deadlines.)
- Canceling large portions of your requested dates after the fact will affect your priority status in the following year. When submitting a rental application, **return only the Building-Use Application, Pages 1-7** (*which are pages 14-20 of the 2024-2025 Building Use Guidelines*).
- Please be sure all six pages are filled out completely and accurately (review allowed start times for gyms and pools on page 1 of Building Use Guidelines), failure to submit complete or accurate application may result in a declined and not processed application.
- Keep the Building Use Guideline (pages 1-13) for future reference; do not submit them with your Application. If your rental request is accepted, you must follow the guidelines on these pages.

**WHAT FACILITIES MAY I RENT?**

1) Some District 204 facilities are available for rent, in accordance with limitations contained herein:

NO-RENT dates designated for specific School Events are determined each year for Elementary and Middle Schools. (School breaks and holidays are also included in building NO RENT dates.)

**To see this year's NO-RENT dates, go to Building Rentals website: <http://www.ipspd.org/Subpage.aspx/BuildingRentals>** *GYMS are seldom available at Brookdale, Cowlshaw, and Patterson elementary schools. Different no-rent dates may apply for these sites.*

2) Generally, during the school year, schools are available Monday-Friday after school hours and on weekends:

- a) Elementary school GYMS are available Monday-Friday from 6:30pm - 9:30pm; weekends from 8:00am - 9:30pm.
- b) Middle school GYMS are available Monday-Friday from 7:30pm - 9:30pm; weekends from 8:00am - 9:30pm.
- c) High school GYMS are rarely available due to our sports, clubs, athletics, practices, games, school organizations, etc.- if available, high school gyms may be rented after 6:30pm/7:30pm - 9:30pm; weekends from 8:00am - 9:30pm.

3) Elementary and Middle schools are available, on a very limited basis, from June through July 31.

*(Please note that air conditioning is NOT maintained throughout these buildings during the summer months.)*

Middle school GYMS may NOT be available during this time period.

4) No schools or building rentals are available from August 1 – 31, Summer Fridays, Winter Break, and Spring Break.

*(High School rentals may be available during Winter Break and Spring Break, depending on personnel availability, but will incur additional fees of up to \$70/hour.)*

5) See schools' On-Line Calendars for School Events which may impact requested date/times.

6) See existing Events in GYMS via link: <http://www.ipspd.org/Subpage.aspx/BuildingRentals>

**Organized athletic use for all Indian Prairie School District 204 Fields  
(Elementary, Middle School and High School) require an approved Permit from District Office, Building  
Rental Department.**

**Walk-on use of District 204 Fields is prohibited.**

**Fields are posted and trespassers will be reported to authorities.**

**K THROUGH 8<sup>th</sup> GRADE ATHLETIC FIELD USAGE:**

The following schools have some athletic fields on District property that may be available for rental.

***Please note that there is only limited rental use of Middle School athletic fields.***

To schedule an activity at one of these District 204 fields, complete an application and submit per guidelines.

**District 204 Fields**

Brooks (fields for school use only)	Longwood
Brookdale	May Watts
Builta	Patterson
Clow	Peterson
Crone	Scullen
Fischer	Still
Gail McKinzie	Springbrook
Gombert	Welch
Georgetown	White Eagle
Gregory	Young
Hill	

The following schools have no (or very limited) athletic fields, but are adjacent to parks that do have athletic fields for use.  
Please note that rental requests for these park district fields would go through the appropriate park district.

**Naperville Park District**

Cowlshaw (Harris Fawell Park)  
Fry (Tall Grass Park)  
Graham (High Meadow Park) Kendall (A. George Pradeli Park)  
May Watts (May Watts Park)  
Owen (Westglen Park)  
Welch (Cantore Park)  
To schedule an activity on one of these athletic fields,  
please contact Naperville Park District  
(630) 848-5000.

**Fox Valley Park District**

Georgetown (Georgetown Park)  
Gombert (Ridge Park)  
McCarty (McCarty Park)  
Steck (Breckenridge Park)  
  
To schedule an activity on one of these athletic fields,  
please contact  
Fox Valley Park District  
(630) 897-0516.

## Information for Applications for the 2024-2025 school year:

Deadlines for submitting your packet to the D204 Building Rental Dept. by 3:30pm:  
(failure to meet your deadline will revoke your priority status and will compete with other event categories, based on receipt-date of the applications.)

- Wednesday, July 17, 2024 - PTA events (use modified PTA-Application form, ensuring principal's initials are on form (top right) to indicate approval from the school principal)
- Friday, July 26, 2024 - Groups requesting the same the facilities, days of the week, and times for which they were approved during the previous school year.
- Friday, August 9, 2024 - Groups that are either new to Indian Prairie School District #204 or existing renters who need more facilities, days of the week, or times than what their group was approved for during the previous school year.
- Friday, February 14, 2025 – Spring Athletic Fields

**Applications received from rental groups with an outstanding balance will not be processed until their account is paid in full and you may be asked to pay any approved bookings/reservations in advance.**

**Applications will be processed by event category after the category deadline has closed.**

**Applications received after the event category deadline will be processed after all other applications are received by the appropriate deadlines.** (Please bear in mind that due to the volume of applications received during this time period as well as personnel summer hours, processing may take longer than typical.)

**Preferred method of accepting requests is via email at: [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@ipsd.org); alternate options:**

<b>Mailing Address:</b>	<b>Hand Deliver Address:</b>
Crouse Education Center Indian Prairie School District 204 Attention: Building Rentals P.O. Box 3990 Naperville, Illinois 60567	Crouse Education Center Attn: Building Rentals 780 Shoreline Drive Aurora, Illinois 60504 (in the Meadow Lakes Office Park)

### **PREPARING and Changing YOUR RENTAL APPLICATION**

Please follow these instructions when submitting an application. If not, it may be declined, not processed, or accepted.

1) One building rental form is to be used for:

- a) One event, held on one day/time in one building
  - i) (i.e. Pine Tree Subdivision Homeowners Meeting; 8:00pm; Hill Middle School; October 10, 2023)
- b) One repeating event, held Monday - Friday, at the same repeating time in one building.

**\*\*Staggering start times are not permitted.**

**Your program/practice/event must start at the same time each repeating day/week.**

- i) (i.e. Suburban Youth Basketball at May Watts School: every eligible Mon. and Wed. from Oct. 2 - Dec. 21 from 6:30-8:00pm n GYM. (List each booking date on page 3 of the building application after reviewing and excluding NO RENT dates.)
- c) One repeating event held Saturday and/or Sunday, at the same repeating time in one building.

**\*\*Staggering start times are not permitted.**

**Your program/practice/event must start at the same time each repeating day/week.**

- i) (i.e. Soccer, Saturday and Sunday, 8:00am – 12:00pm at Crone gym. List each booking date on page 3 after reviewing and excluding NO RENT dates.)

**To see this year's NO-RENT dates, go to Building Rentals website: <https://www.ipsd.org/domain/92>**

- 2) You must return completed Application for Building Rental Pages 1-7 (which are pages 14-20 of the 2024-2025 Building Use Guidelines).
  - Please be sure all six pages are filled out completely and accurately (review allowed start times for gyms and pools on page 1 of Building Use Guidelines), failure to submit complete or accurate application may result in a declined, returned, or unprocessed application.
  - Keep the Building Use Guideline (pages 1-13) for future reference; do not submit them with your Application. If your rental request is accepted, you must follow the guidelines on these pages.

After a Permit/Confirmation has been established and is still current, you can email [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@ipsd.org) to request changes, cancellations, or to add dates/rooms to that Permit. **You should ALWAYS include your RESERVATION No. in all emails, communications, and change requests, and allow 7 working days to process any new booking or change requests.**

- 3) Additional rental forms are available online at [www.ipsd.org](http://www.ipsd.org) under the Building Rental Department. Click link to 'Building Rental Information'; <https://www.ipsd.org/domain/92>.

- 4) Complete the 6-page Application for Building Rental using only capital letters, black ink, and one letter per box (pages 14-19 of Building Use Guidelines).
- 5) Where applicable, **ALL** pages must be filled out **completely, signed** and returned with the application along with your Certificate of Insurance (“COI”). **Include your Certificate of Insurance (“COI”)**, see page 6 and 7 for specific requirements.
- 6) **For new Groups** to District 204, a compliant Certificate of Insurance (COI) **is required** with the application. Failure of Renter to provide required/renewal Certificate of Insurance does not release renter from confirmed rental room & personnel charges. Renter is obligated to pay for a confirmed booking when renter fails to provide a compliant COI.  
*A compliant COI must be on file for each rental date. Renter is responsible to provide a Renewal Certificate no less than 15 days before Expiration Date of COI on file at District. Failure may result in cancellation and billing of all dates not covered by a compliant Certification of Insurance.*
- 7) The percentage of participant residency will be used to prioritize rental requests. This information is required on Application Page 2.
- 8) **All** information and fields must be filled out on every application.
- 9) Please enter days accurately, and only those days you know you will use. Canceling large portions of your requested dates after Confirmation will affect your priority status in the following year. Holidays may be requested in some circumstances and will incur Custodial, additional fees for Holiday dates, and other Personnel Overtime costs. **All rentals are contingent upon availability of appropriate district personnel.**
- 10) Please allow at least seven (7) school days for your application to be processed and a confirmation received. Applications received less than (7) school days before the requested rental date(s), may not be filled. Time is needed to evaluate and coordinate facility and personnel availability.
- 11) Renter’s advertising **MUST** include statement: **“This program / activity is neither endorsed nor sponsored by Indian Prairie School District 204”**. Rental activities will not be reflected on the school’s calendar.
- 12) Indian Prairie School District will NOT distribute paper copies of a rental group's registration or program materials.
  - a) **Not-for-profit** rental groups should refer to the district's online "e-Folder" at [www.ipspd.org](http://www.ipspd.org) for electronic distribution rules and procedures.
  - b) **For-profit** rental companies have the option of paying a marketing fee to post a flyer on a school's website. See the Building Rental section of the district's website at [www.ipspd.org/Subpage.aspx/BuildingRentals](http://www.ipspd.org/Subpage.aspx/BuildingRentals) for electronic rules and procedures. It may take up to 10 days to process before advertising can begin. Please plan your rental dates accordingly.
- 13) Unless there are unique circumstances beyond the control of the renter, you will be charged appropriate fees for each day listed on the Confirmed reservation. You will minimally be billed as stated on your confirmation, however updated charges may apply depending on circumstances.
- 14) Cancellation of a specific date or part thereof must take place no less than seven days prior to the event date. Written notice should be emailed to the District Building Rental Dept. ([204-buildingrentals@ipspd.org](mailto:204-buildingrentals@ipspd.org)).  
**\*\* MUST include and reference your Reservation number.**  
If less than 7 days **written notice** is received, the Renter will be responsible for the entire cost of all booked rooms, and for any personnel scheduled to support the Confirmed event (for a minimum of 2 hours).

**Please note: District offices are closed on December 21, 2024 - January 5, 2025. Please plan accordingly during this period to allow adequate time for rental requests and change requests for dates in January.**

15) School District 204 events (Category A1, A2, A3) have priority over categories B, C, D.

The District reserves the right to reject, cancel, or reschedule any building rental in the best interest of the school district.

16) A custodian will meet you at the door at the Reserved Start Time indicated on your reservation for your event. Doors may not be left unlocked and cannot be propped open for security reasons.

17) Estimated custodial time may be added before and after your access times. 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 and will be reflected on your Invoice. Snow removal time for the designated walkway and entrance will be assessed as needed.

18) When required by the appropriate health department, the District will daily disinfect all indoor occupied spaces after ALL scheduled activities have ended for the day. If your rental event is the ONLY activity scheduled, the personnel costs for this disinfecting will be charged to your group. The District does not have personnel available to disinfect between each group.

19) Due to liability concerns, Indian Prairie School District needs to provide snow removal services for our parking lots, drives and/or sidewalks when our facilities are being used. In most cases, this service begins when the snow event has ended. However, if Indian Prairie School District determines that snow removal services are needed, for your event, charges for plowing and/or de-icing will be charged to the rental group. These charges will be billed at the rate that is charged to the district by the snow removal contractor.

For weather related purposes, groups have the option of canceling their event, no later than twenty-four (24) hours prior to the scheduled starting time. This is to be done both by email: [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@ipsd.org) and by calling 630-375-3070. **In this case only**, cancellation fees will **not** be charged to the group.

20) Invoicing:

- a) All personnel charges shown on the Confirmation permit are estimates. A final invoice will reflect the personnel charges determined by actual timesheets. Events with custodial charges will be billed once actual charges are received. This may be 4-6 or several weeks after the event.
- b) Sport groups and other multiple date groups will be invoiced midway and at the end of the reservation.
- c) Church groups will be invoiced monthly or periodically.
- d) Payment is due in 30 days. **A Second Notice will include a \$25 Late Fee.** After no response to a Second Notice, the debt is transferred to our Collection Agency. Any open rentals are canceled, and no future requests will be processed for the requester (neither person nor organization) until all delinquent invoices, fees and collection costs have been remitted to the District.

## INSURANCE REQUIREMENTS FOR RENTAL OF FACILITIES

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors.

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. An umbrella/excess liability policy may be purchased to meet the required limit.

If the renter maintains broader coverage and/or higher limits than the minimums shown above, Indian Prairie School District #204 requires and shall be entitled to the broader coverage and/or higher limits maintained by the renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Indian Prairie School District #204.

### OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

Indian Prairie School District 204, the board of education, its officers, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.)

#### ***Primary Coverage***

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects Indian Prairie School District 204 shall be excess of the Renter's insurance and shall not contribute to it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Indian Prairie School District 204.

### Vendors

Any vendor(s) that you hire must adhere to the same insurance requirements outlines above and provide a compliant COI. These requirements should be included as part of your contract with such vendor. Otherwise, the COI you provide must indicate that vendor services are covered. **Please indicate on your application the names of the vendors you will be using and submit their compliant COI at least 2 weeks prior to your event. Vendors without the proper documentation will not be allowed on District property.** Renters that fail to disclose vendors will lose future renting privileges.

*Food vendors and inflatables rentals have additional requirements, such as proof of permits and certificates. Please discuss with Building Operations/ Building Rentals Dept. when your application is submitted.*

**SAMPLE Certificate of Insurance (COI)**

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
2/04/2017

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). If Waiver of Subrogation is applicable, it only applies to the extent allowed by law.**

<b>PRODUCER</b>	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b> Your Group, organization, business name as shown on Application <b>MUST be on this Document</b>	

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ <b>\$ 1 M</b> DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ <b>\$ 2 M</b> PRODUCTS - COMPIOP AGG \$ \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ <b>*\$ 1 M</b> AGGREGATE \$ \$ W/C STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						

General Coverage Limits are Shown: \$1 M per Occurrence, \$2 M Aggregate  
 District Requires HIGHER Coverage for:  
 - Frequent use/bookings  
 - Large Events  
 - High School facilities  
 - "high risk" events, as determined by Indian Prairie School District.

Contact District for Coverage Required for Your Event.

(SHARE THIS SAMPLE WITH YOUR AGENT)

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 It is understood and agreed that Indian Prairie School District #204, The Board of Education and employees are added as Additional Insureds relating to the use of school premises. This coverage shall be provided on a primary non contributory basis without regard for other insurance that the Indian Prairie School District #204 may carry.

< ----REQUIRED WORDING ---- >

<b>CERTIFICATE HOLDER</b> Indian Prairie School District #204 780 Shoreline Drive Aurora, IL 60504	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; margin-top: 10px;">                     MUST BE SIGNED                 </div>
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## GENERAL RENTAL PROCEDURES

- 1) The presence or consumption of alcoholic beverages are not permitted anywhere on school district property (either on the grounds or inside buildings).
- 2) Smoking, vaping, e-cigarettes, marijuana or tobacco are also not permitted anywhere on school district property (either on the grounds or inside buildings). The term “tobacco” means cigarettes, cigars, pipes or tobacco in any form. Including smokeless tobacco, which is any loose, cut shredded, ground, powdered, compressed or leaf tobacco intended to be placed in the mouth without being smoked.
- 3) Concealed firearms may not be carried into any building, real property and/or parking areas under the control of Indian Prairie School District #204.
- 4) If an incident occurs, during your event, that requires police, fire or EMS response you are to immediately notify Indian Prairie School District both by email: 204-buildingrentals@ipsd.org and by calling 630-375-3070. Please be advised that Indian Prairie School District will support and cooperate with local police, fire and EMS personnel. If after investigation, Indian Prairie School District, determines the incident to be of a serious nature it may choose to pursue criminal prosecution as well as denying future access to either the entire group, individual participants and/or individual spectators.
- 5) Open flames are prohibited on School District 204 property (examples: candles, Sterno, incense, grilling, etc.).
- 6) Use of District/school’s technology, network, electronics, and athletic equipment are not provided to rentals.
- 7) Only water in a water-bottle is allowed in the gym. Food, beverages, craft glue, paint, all liquids are not allowed in gymnasiums. Renter is responsible to monitor participants and spectators and enforce this policy. Additional costs to clean up food or liquids will be billed to renter.
- 8) Black-soled shoes may not be worn on any gym floors. Cost to remove scuff marks will be billed to Renter.
- 9) Petting Zoos, Animal Rides and/or Fireworks are not permitted on school district property at any time.
- 10 Except for ‘Conditioning’ practices, traditional outdoor sports (baseball, softball, Lacrosse, etc.) are not allowed in our indoor facilities. Specifically, the use or presence of any related ball, bat or stick is not allowed. Violation may result in immediate termination of the Rental Permit and future requests may be denied.
- 11) The renter must provide adequate adult supervision for all those participating and attending the event. This supervision begins with arrival of the first participant and ends when the last participant or spectator leaves the premises. Rental groups must have a supervisory plan that includes, but is not limited to, appropriate supervision of children and spectators in the activity area (gym, MPR / Commons, auditorium, etc.) and in auxiliary areas (hallways, washrooms, etc.).

The plan must be clearly articulated in writing to the Renter’s immediate supervisor. 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.

In order to properly account for students, a school may require an emailed Roster prior to each booking date in their building.

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



- 12) Payment for damage to school district property caused by the renter will be the responsibility of the renter on the Application form. 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.
- 13) 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.
- 14) Parking is prohibited in all fire lanes and the circle drives in front of the schools. Please use parking lots before parking in the street.
- 15) All set-up/take-down and movement of school equipment must be done by District custodians.
- 16) **During a weather related or other emergency school closing, rental events might be canceled. Renters are to monitor [www.ipisd.org](http://www.ipisd.org) (District web site) for announcement of canceled after-school events and/or Building Rental events.**
- 17) Specific Requirements Concerning the Coronavirus Pandemic or other Communicable Diseases.
  - a. Use of District's 204 facilities is subject to all requirements, guidelines, and procedures that may be applicable due to either the current coronavirus pandemic or other communicable diseases.
  - b. District 204 cannot warrant any facilities or equipment to be free from the coronavirus or any other communicable disease. Participation in this event may increase the risk of contracting coronavirus or other communicable diseases.
  - c. Rental Groups must check the [ipisd.org](http://ipisd.org) website for current Mitigation Strategies.
  - d. Requirements may change based on Federal or State requirements, public health guidelines, or District 204's procedures. District 204 will notify the Reservation Contact of any changes in procedures.
  - e. The Reservation Contact is responsible for complying with the applicable requirements, and for ensuring that its participants, members, guests, employees, and contractors also comply with the applicable requirements.
  - f. The Reservation Contact must notify District 204 as soon as practicable if the Reservation Contact becomes aware of a participant who tested positive for COVID-19 or is suspected of having COVID-19 and who was present in District 204's facilities or property.
  - g. The renter is required to enforce the maximum number of individuals that may gather in any one place as determined by either the State of Illinois, local health departments or other authorities having jurisdiction.
  - h. Organizations that wish to access the School District's facilities must submit a plan that addresses procedures for program implementation during the public health emergency, including compliance with the then-current pandemic-related requirements.
  - i. District 204 reserves the right to add or change requirements relating to the use of its facilities at any time for reasons that include (but are not limited to) restrictions relating to pandemic conditions, provided that District 204 notifies the Reservation Contact in writing of any changes in procedures affecting this event

## EVENT CATEGORIES

### **Category A1**      School-Sponsored Activities

EXAMPLES: all School District 204 programs; (Intramural sports, extra-curricular sports, performance groups where the coach/sponsor/adviser is paid a District 204 stipend for said coaching/sponsoring/advising); PTA, IPPC, IPEF meetings/events  
FACILITY FEE: No. PERSONNEL FEE: No (note: An activity requiring custodial overtime must receive prior approval by the building principal or designee.)

### **Category A2**      School-Business Partnerships & Agreements

EXAMPLES: School-Business Partnership activities, Approved Non-stipend school clubs/athletics, Intergovernmental Agreements, School Board approved Partnerships, Regional Office of Education, Police and Fire Training, Government Agencies (for official business activities only).

FACILITY FEE: No. PERSONNEL FEE: Yes: All non-school days and others as determined by the District.

### **Category A3**      Approved Extra-Curricular 204 Activities

These are activities that are approved by district administration that directly supplement our extra- curricular programs. EXAMPLES: Summer camps (sport, music, drama, speech, etc) and Private Music Lessons.

FACILITY FEE: Yes. (Percentage of revenue instead of hourly rates.) PERSONNEL FEE: No. An activity requiring custodial overtime must receive prior approval by the district.

### **Category B**              Community Programs for Students

EXAMPLES: park district youth programs; youth athletic association programs; YMCA youth groups; scouting groups\*; athletic clubs, i.e.: swimming, wrestling, soccer, football, etc; curricular clubs, i.e.: drama, music, speech, etc. Cultural schools and educational classes (ie. Art, Chess, Music, etc) providing instructional classes for District-only students, etc.

*(\* Scouts are charged \$24.00 for up to 18 regular small group meetings (12 or less total attendees), in MPR or Stage. Small group meetings may be co-scheduled with other small scout groups. Large group (13+) scout meetings, events and use of other rooms, are booked and invoiced at Category B hourly room rates, applicable fees and personnel costs.)*

FACILITY FEE: Yes.

PERSONNEL FEE: Yes: For all non-school days and others as determined by the District or per documented Agreements.

### **Category C**              Community Programs for Adults

EXAMPLES: park district adult programs; YMCA adult programs; Homeowners association; adult- related programs; adult recreation groups; Church services; federal, state, local elections.

FACILITY FEE: Yes.

PERSONNEL FEE: Yes: For all non-school days, personnel not normally scheduled and others as determined by the District

### **Category D** Private Business 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; University, College, Religious classes, Fundraisers, swim club meets, wrestling club meets, Cultural Performances/Demonstrations, dance or music groups, etc.

**(note: "Non-profit" status groups may be included in this category.)**

FACILITY FEE: Yes

PERSONNEL FEE: Yes: For all non-school and other days as determined by the School or District.

Note 1: Facilities cannot be rented for individual or family purposes, even with a business name or COI.

Note 2: A rental Event will be re-categorized and appropriate charges applied when the Event does not meet the requirements of original category assigned to/by the organization.

## FACILITY FEES

(Effective July 1, 2024 through June 30, 2025)

### Elementary Schools

<u>Facility classification</u>	<u>Category AA1, A2</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Elementary classroom	no charge	14.00/hr	18.00/hr	27.00/hr
Elementary standard gym	no charge	18.00/hr	28.00/hr	49.00/hr
Elementary Double-gym ***	no charge	25.00/hr	41.00/hr	66.00/hr
Elementary LMC	no charge	18.00/hr	24.00/hr	40.00/hr
Elementary M-P-R (*) +note 6	no charge	14.00/hr	24.00/hr	36.00/hr
Elementary stage (*)	no charge	12.00/hr	14.00/hr	27.00/hr
Field use ** ++ +++	no charge	12.00/hr	12.00/hr	12.00/hr

(\*) Due to the large demand for multi-purpose rooms and stages use by Brownies, Girl Scout and Boy Scouts, these small groups (12 or less) may be required to share these areas at times.

\*\*\* Elementary Double Gyms:

Brookdale, Builta, Cowlshaw, Fry, Kendall, Owen, Patterson, Peterson, Welch, Young

### Middle Schools

<u>Facility classification</u>	<u>Category A1,A2</u>	<u>Category B</u>	<u>Category C</u>	<u>Category D</u>
Classroom	no charge	14.00/hr	18.00/hr	28.00/hr
Commons (*) +note 6	no charge	24.00/hr	34.00/hr	66.00/hr
Competition Wood Gym	no charge	31.00/hr	63.00/hr	110.00/hr
Aux Tile Gym – only at Hill, Gregory, Fischer	no charge	18.00/hr	34.00/hr	66.00/hr
LMC (Library Media Center)	no charge	24.00/hr	34.00/hr	66.00/hr
Stage (*)	no charge	12.00/hr	18.00/hr	28.00/hr
Fields ** ++	no charge	24.00/hr	24.00/hr	24.00/hr
Gregory Middle School – Field A (where group maintains infield, also requires a separate field maintenance agreement)	no charge	12.00/hr	12.00/hr	24.00/hr

\*\* see page 2 for available fields

++ Organized Athletic use of any fields requires a Permit and Insurance.

+++ All non-school use of Brooks field is prohibited.

## High Schools

Facility Classification	Category B	Category C	Category D
Atrium, (WVHS only)	28.00/hr	55.00/hr	82.00/hr
Auditorium (see note 6)	55.00/hr	82.00/hr	165.00/hr
Auditorium dance floor	440.00	440.00	440.00
Classroom, Hallway, Aud. Lobby	18.00/hr	24.00/hr	34.00/hr
Commons (see note 6)	28.00/hr	55.00/hr	82.00/hr
Student Cafeteria (see note 6)	28.00/hr	55.00/hr	82.00/hr
Small forum room: NV C200,C204,H128	24.00/hr	44.00/hr	66.00/hr
Small forum room: Metea F214,F216	24.00/hr	44.00/hr	66.00/hr
Large forum room: Neuqua: C202	28.00/hr	55.00/hr	82.00/hr
Large forum room: Metea: F215	28.00/hr	55.00/hr	82.00/hr
Main gyms: (MV & NV)(see note 6)	44.00/hr	88.00/hr	143.00/hr
Main gym: (WV) (see note 6)	34.00/hr	66.00/hr	110.00/hr
Auxiliary gyms (MV & NV)(note 6)	34.00/hr	66.00/hr	110.00/hr
Auxiliary gym (WV) Fieldhouse	44.00/hr	88.00/hr	143.00/hr
Wrestling gym	24.00/hr	34.00/hr	66.00/hr
Auxiliary, Badminton gyms	34.00/hr	66.00/hr	110.00/hr
Swimming Pool (see notes 5, 6)	55.00/hr	110.00/hr	165.00/hr
Diving Well	28.00/hr	55.00/hr	82.00/hr
Timing Clock	220.00/day	220.00/day	220.00/day
Designated Field(s)	55.00/hr	55.00/hr	55.00/hr
Stadium Press Box (MV, NV, WV)	110.00/4hrs	165.00/4hrs	220.00/4hrs
Stadium Lights (MV, NV, WV)	110.00/4hrs	110.00/4hrs	110.00/4hrs
Stadium Track (MV, NV, WV)	220.00/4hrs	660.00/4hrs	1,320.00/4hrs
Tennis Courts (MV, NV, WV)	220.00/8hrs	440.00/8hrs	660.00/8hrs
(only 10 courts at NV per park district agreement)	1,320.00/4hrs	1,980.00/4hrs	2,640.00/4hrs
Synthetic Turf Field (MV) (see note 4)			

### GENERAL RENTAL NOTES:

Note 1: Fractions less than ½ hour of building rental will be rounded up to the nearest ½ hour. Note 2: Custodians will wait a minimum of two (2) hours beyond the contracted starting time.

The renter will be obligated to pay personnel and/or custodial fees equal to a minimum of two (2) hours each, and the room(s) rental costs.

Note 3: 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 A2, A3, B, C, and D.

c. Final billing may include set up and/or take down time not included on the original permit estimate when it is shown on the actual time sheet of the custodian(s) working at the rental.

Note 4: Rental of the MV Synthetic Turf Field includes use of the Home/Guest bleachers and restrooms.

Additional requirements include:

- Personnel fees for Site Supervisor and Custodian determined by District.
- \$480 turf clean up charge for body fluid spill if necessary.
- Requires a \$500,000 Property Insurance Policy in addition to the general liability insurance requirements.

Note 5: Pool rental: Life Guard Certificates must be submitted with the Rental Application. Note 6: Food

Concessions:

Other than for distribution of catered food provided by a licensed restaurant or pre-packaged foods (pizza, sandwiches, etc.), a Permit from the County Health Dept. is required from the renter no less than 10 days prior to the event for any other foods prepared for distribution before, during, or after the event. Review your County's requirements.

## PERSONNEL FEES

Note: For Monday through Friday activities while school is in session, custodial charges are typically not assessed. However, if your event requires a clean-up, set-up or take down that significantly impacts a custodian's ability to do his/her regular duties, appropriate charges will be applied. The renter is responsible for payment of any necessary custodial overtime charges and charges for other personnel assigned to their rental event.

On days when custodial staff are not normally scheduled, the minimum rental time will be 1 hour. The custodial charges assessed will include **at least** 30 minutes prior to your access time and 30 minutes after your rental ends to properly open and close the facilities. Setup requirements and preparing the space for school use again after your event may affect these times and will be reflected as accurately as possible in your estimate. Final costs will be billed based on the receipt of custodial timesheets.

	Saturday or any other overtime	Sunday or School designated holidays
Custodians or maintenance personnel	\$52.50/hr	\$70.00/hr
Support personnel: Site Supervisor, Pool/Auditorium Dir.	\$43.00/hr	\$43.00/hr
Student technicians; sound/light auditorium technicians, pool/safety personnel.	\$15.00/hr *	\$15.00/hr *

\*Subject to increases to the Illinois Minimum Wage Rate

If you have any questions, please write, Indian Prairie School District 204, Crouse Education Center, Attention: Bldg. Operations, PO Box 3990, Naperville, IL 60567 or email [204-buildingrentals@ipsd.org](mailto:204-buildingrentals@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.

# Indian Prairie School District #204

## Application for Building Rental, year 2024-2025

Check One:

ALL Days & Times are SAME from last year.  
 Previous Year's RSVN#: \_\_\_\_\_

Days & Times are NEW/different from last year  
 If changing, previous year's RSVN#: \_\_\_\_\_

**PLEASE READ:** 1) One Form may be used for a “one time” event, OR an activity that repeats itself Mon-Fri or Sat-Sun, at the same time. Otherwise, separate forms must be used. 2) All Application pages must be returned. 3) Incomplete forms cannot and will not be processed, this may affect your turnaround time for a response.

**Organization Name / Information Category** A1 A2 A3 B C D (see Guidelines descriptions)

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**SCOUTS: Specify your BSA or GS identification, IE: BSA Pack 111; BSA Pack 111, Den 3; GS Troop 50505**

**SELECT one school:** (can indicate 1st, 2nd, 3rd preference should preferred school not be available)

**Elementary buildings:**

<input type="radio"/> Brookdale	<input type="radio"/> Brooks	<input type="radio"/> Builta	<input type="radio"/> Clow	<input type="radio"/> Cowlshaw	<input type="radio"/> Fry
<input type="radio"/> Georgetown	<input type="radio"/> Gombert	<input type="radio"/> Graham	<input type="radio"/> Kendall	<input type="radio"/> Longwood	<input type="radio"/> May Watts
<input type="radio"/> McCarty	<input type="radio"/> Owen	<input type="radio"/> Patterson	<input type="radio"/> Peterson	<input type="radio"/> Spring Brook	<input type="radio"/> Steck
<input type="radio"/> Welch	<input type="radio"/> White Eagle	<input type="radio"/> Young	<input type="radio"/> EC pre-school	<input type="radio"/> Indian Plains ( <b>Fields only</b> )	

**Middle School buildings:**

<input type="radio"/> Crone	<input type="radio"/> Fischer	<input type="radio"/> Granger	<input type="radio"/> Gregory	<input type="radio"/> Hill	<input type="radio"/> Scullen	<input type="radio"/> Still
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**High School buildings:**

<input type="radio"/> Birkett Fresh. Ctr	<input type="radio"/> Metea Valley	<input type="radio"/> Neuqua Valley	<input type="radio"/> Waubonsie Valley	<input type="radio"/> Gail McKinzie
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**Mark Rooms Desired:**

<input type="checkbox"/> MPR (multi-purpose (Elem school))	<input type="checkbox"/> Commons (Middle & High Schools.)	<b>Forum Rooms:</b>
<input type="checkbox"/> Stage (Elem, & Middle schools)	<input type="checkbox"/> Cafeteria (High Schools)	__ Neuqua OR __ Metea
<input type="checkbox"/> Auditorium (High School)	<input type="checkbox"/> Classrooms – how many: * __	<input type="checkbox"/> Small
<input type="checkbox"/> Gym ( __main OR __ aux)*	<input type="checkbox"/> Field	<input type="checkbox"/> Large
<input type="checkbox"/> Swimming Pool (HS)*	<input type="checkbox"/> Parking Lot	*see allowable start times on pg. 1

**Specify Other Rooms Not Listed Above, and specific Classroom # or Name if known**

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**Event Title and Purpose of Activity**

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**SCOUTS: Specify: “small-group meeting (<12 people)” or “regular meeting”, or EVENT activity**

**Start Date or Event Date** \_\_\_\_\_ (list all DATES on Page 5 of Application)

**Practice/Event Start Time:** \_\_\_\_\_ am pm **Practice/Event End Time:** \_\_\_\_\_ am pm

**How many minutes before your Event Start Time are needed for access to the building & set up?(=Reserved Start time):** \_\_\_\_\_ minutes

**How many minutes after your Event End Time are needed for tear down & to exit/leave the building?(=Reserved End time):** \_\_\_\_\_ minutes

**Reservation Start Time:** \_\_\_\_\_ am pm **Reservation End Time:** \_\_\_\_\_ am pm

**Will there be Admission or Participation Fees?**  Yes  No

***Reservation Contact:***

Contact Name																				
Address (not PO box)																				
City											State			Zip						
Phone																				
EMAIL																				

***Secondary Contact (Optional):***

Contact Name																				
Address (not PO box)																				
City											State			Zip						
Phone																				
EMAIL																				

- District custodial staff will be responsible for the set-up, movement and breakdown of school equipment allowed for use.
- Other rules and conditions apply as defined in Building Rental Guidelines.
- Upon approval, Renter will receive a CONFIRMATION email reflecting specific dates, times, locations, assets, conditions, and an estimated cost of rental fees and personnel costs. Do Not Send payment with application. **Actual costs will be invoiced after the Event**, or in periodic invoices for extended rental periods. Payment is due within 30 days. A Late Payment reminder notice will include at \$25 Late Fee. Delinquent invoices will be forwarded to District’s Collection Agency.

**Signature Section**  
***(Including Waiver, Release, and Hold Harmless)***

The undersigned acknowledges and agrees as follows:

1. For purposes of this Signature Section (including the waiver/release/hold harmless provisions):
  - a. “The School District” means Indian Prairie Community Unit School District No. 204.
  - b. “Facilities” means buildings, grounds, and any other property of the School District.
  - c. “The Activity” means the Organization’s use of the School District’s Facilities.
  - d. “The Organization’s Participants” includes the Organization’s members, guests, employees, and contractors.

2. I am authorized to sign this Application on behalf of the Organization identified above, and my signature is binding on the Organization.
3. I have read and agree to abide by the requirements set forth in this Application and the School District's Building Use Guidelines.
4. I understand that the Organization must comply (and must ensure that the Organization's Participants comply) with all applicable statutes, rules, regulations, Executive Orders, public health requirements, School Board policies, and School District procedures relating to the Activity.
5. I understand that the School District reserves the right to add or change requirements relating to the use of its Facilities at any time. I acknowledge that requirements may change for reasons that include (but are not limited to) restrictions relating to pandemic conditions.
6. I understand that the School District reserves the right to cancel any building rental if warranted, as determined by the School District in its sole discretion. I understand that cancellation may be warranted for public safety reasons or other reasons determined by the School District.
7. My signature on this Application and issuance of a Confirmation for my rental constitutes a written agreement which requires Indian Prairie School District #204, the Board of Education, and its employees to be added as Additional Insureds relating to the use of school facilities, for coverage on a primary, non-contributory basis without regard to other insurance that the School District may carry.
8. I acknowledge that there is a risk of injury to the Organization's Participants from participation in the Activity, and while particular rules and precautions may reduce this risk, the chance of serious injury does exist.
9. I acknowledge that participation in the Activity involves risks of exposure to communicable diseases, including (but not limited to) COVID-19. In addition:
  - a. I acknowledge that participating in the Activity may increase the risk of contracting a communicable disease, including (but not limited to) COVID-19.
  - b. I also understand that there are potential risks that may presently be unknown.
  - c. Because of the dangers of participating in the Activity, I recognize the importance of complying, and agree that the Organization and the Organization's Participants will fully comply, with the applicable laws, policies, rules, regulations, CDC guidelines, and supervisor's instructions regarding participation in the Activity (collectively referred to as "directives"), including directives pertaining to social distancing precautions, face coverings, physical separation, sanitization, non-participation if feeling ill, and non- participation in the event of a temperature above the CDC recommended level.
  - d. I acknowledge that the School District cannot warrant any facilities or equipment to be free from COVID-19 or any other communicable disease.
10. I understand that the Organization's Participants are expected to act appropriately and to comply with all terms and conditions for participation in the Activity, including (but not limited to) all safety rules. I acknowledge that the Organization assumes full legal responsibility for the conduct of the Organization's Participants while participating in the Activity.



11. I acknowledge that the Organization and the Organization’s Participants assume all risk of injury or illness from participation in the Activity. The Organization hereby waives and releases all claims of any kind whatsoever against Indian Prairie Community Unit School District No. 204 and its Board of Education, Board members, employees, volunteers, and agents, for any such injury or illness.
12. In addition, the Organization hereby waives and releases any and all claims that may arise from or in connection with the Activity, and that otherwise could be asserted against Indian Prairie Community Unit School District No. 204 or its Board of Education, Board members, employees, volunteers and/or agents.
13. The Organization agrees to indemnify and hold harmless Indian Prairie Community Unit School District No. 204 and its Board of Education, Board members, employees, volunteers and agents, against and from any and all liability, damages, claims, demands, costs and expenses (including attorneys’ fees) that may arise from or in connection with the Activity.
15. The Organization DOES NOT have sublet rights.
16. The Organization is responsible for damages to school property related to their use of the Facilities and for payment of all invoices related to their Activity.
15. I have read this Application and Signature Section (including the waiver/release/hold harmless provisions), and on behalf of the Organization I acknowledge that I understand and voluntarily accept these terms.

---

Date 

---

Signature of Organization Representative

---

Print Name

---

Title

Also attach a plan that lists your Organization’s procedures for program implementation during the pandemic. The plan must explain how you will comply with the applicable public health requirements, including all requirements identified on Page #9, in Item #17 in the General Rental Procedures section of the Outdoor Use Guidelines document.

**Recurring Event Form: For SAME TIMES shown on Page 1 of 7**

Use one "Recurring Event Form" for all requests.

Staggering start times are not allowed. See page 1 for more details and allowable start times.

Booking Request	Day of the Week	Month		Day		Year		Office Use: Notes, OT
Start Date/ Single Day Event								
Date 2								
Date 3								
Date 4								
Date 5								
Date 6								
Date 7								
Date 8								
Date 9								
Date 10								
Date 11								
Date 12								
Date 13								
Date 14								
Date 15								
Date 16								
Date 17								
Date 18								
Date 19								
Date 20								

**The following information must be filled out completely.**

If exact numbers are unknown, use your best prediction of numbers.

- Estimated total of participants** (staff, guests, spectators, volunteers, etc.) for this event: \_\_\_\_\_
- Estimated number of total participants for this event who are District 204 residents: \_\_\_\_\_

**Recurring Event Form: For SAME TIMES shown on Page 1 of 7**

Use one "Recurring Event Form" for all requests.

Staggering start times are not allowed. See page 1 for more details and allowable start times."

Booking Request	Day of the Week	Month		Day		Year		Office Use: Notes, OT
Date 21								
Date 22								
Date 23								
Date 24								
Date 25								
Date 26								
Date 27								
Date 28								
Date 29								
Date 30								
Date 31								
Date 32								
Date 33								
Date 34								
Date 35								
Date 36								
Date 37								
Date 38								
Date 39								
Date 40								

District custodial staff will be responsible for the set up, movement, and breakdown of school/district equipment allowed for use.

Other rules and conditions apply as defined in Building Use Guidelines.

Upon approval, renter will receive a confirmation email reflection specifics. Invoices will be sent separately at a later time. Payment is due within 30 days of invoice. Late Payment will incur a \$25 late fee.

Delinquent invoices will be forwarded to District’s Collection Agency.

**Set-Up Request** for your event?     Yes    No

*NOTE: Renter's Access to "kitchens" and use of District/School extension cords, electronic equipment, computers, projectors, internet, etc., are not permitted.*

Please draw Set up Diagram or write Description of Requested Support:

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If Basketball, requested Net Height: \_\_\_\_\_ (if baskets are adjustable)

Vendors for this Event:    **All vendors must have compliant COI on file with the District Office**

***For Office Use Only:***

**LARGE Events and Holiday/Weekends may require following:**

- |   |  |
|---|--|
| <u>In Any School:</u>   | <u>In High Schools:</u>  |
| Maintenance Worker <input type="radio"/> Yes <input type="radio"/> No | Projectionist <input type="radio"/> Yes <input type="radio"/> No               |
| Site Supervisor <input type="radio"/> Yes <input type="radio"/> No    | Sound Technician <input type="radio"/> Yes <input type="radio"/> No            |
|   | Light Technician <input type="radio"/> Yes <input type="radio"/> No            |
|   | Auditorium or Pool Director <input type="radio"/> Yes <input type="radio"/> No |

**Forward 7-page APPLICATION and Insurance Certificate via Mail, Email or Fax to:**  
 Indian Prairie School District 204, Crouse Education Center, Attention: Building Rentals  
 P. O. Box 3990, Naperville, Illinois 60567  
 Office: (630) 375-3070  
 fax: (630) 978-5200 | e-mail PDF to: 204-buildingrentals@ipspd.org