

RIVERSIDE BROOKFIELD HIGH SCHOOL
DISTRICT 208
BUILDING RENTAL AND USE POLICY

Philosophy:

Riverside Brookfield High School encourages the community to use its facilities for educational, wellness, civic, cultural and recreational activities in a safe, secure and fiscally responsible manner.

Types of Activities Prohibited:

- 1) Any activity that is prohibited by State, Federal or Local statutes.
- 2) Any activity that may be harmful to the building, grounds or equipment.
- 3) Any activity which conflicts with school activities.
- 4) Activities that are deemed to be discriminatory in the legal sense.
- 5) Any activity which allows the presence of illegal drugs, alcohol, tobacco products or gambling.

Liability:

The District Board of Education requires organizations to provide Certificate of Liability Insurance naming Riverside Brookfield High School District 208 as additional insured for a minimum of one million dollars for each occurrence. This Certificate of Liability must be presented to the District after tentative approval for the event but no less than five (5) days prior to the event date.

The organization making use of the District 208 facilities shall agree to indemnify School District 208 for any and all damages to the school or other property by any persons or persons attending the event and likewise School District 208 against all liability and all damages to any person or persons for injuries including death. Verification of this understanding shall be in the form of a Hold Harmless Agreement provided by the District. The Hold Harmless Agreement must be signed by the organization and submitted along with the proof of liability insurance after tentative approval for the event but no less than five (5) days before the event date.

The rental organization assumes full responsibility for any damage or loss of school property arising from or in any way connected to the organization event and agrees to replace such property promptly without expense to the District. The District will retain sole discretion as to whether repair or replacement is necessary.

Application:

The District reserves the right to require sufficient time for a full review and/or investigation of all applications. Therefore, a Building and Facilities Use Request Form shall be submitted no less than fourteen (14) days prior to the date of the event or activity.

Requests for all sports related venues are to be directed to the Athletic Director. Requests for all other events are to be submitted to the office of the Assistant Principal for Student Affairs.

Approval Procedure:

Disposition of the request for use of the school facilities will be provided to the requesting organization by the Athletic Director, Assistant Principal for Student Affairs or their authorized designee in a timely manner.

A deposit equal to 50% of estimated building use charges will be required at the time of signing. The final adjusted invoice less deposit will be due within thirty (30) days of billing.

Cancellation:

Cancellation of approved facilities use requests may be affected by notifying the appropriate office (Athletic Director or Assistant Principal for Student Affairs) in writing a minimum of forty-eight (48) hours in advance of the date of the event or activity. Failure to do so may render the organization responsible for a portion or all charges that may otherwise be incurred by the school.

Revocation:

Approved facilities use requests shall be revocable and shall not be considered as a lease. The Board of Education of District 208 or its designee retains the right to reject any application or cancel any approved request in the event conflicts with a school sponsored activity or otherwise deemed necessary by the District.

The inability of the organization to provide proof of liability insurance and/or other required documentation within five (5) days of the scheduled event or activity would result in the cancellation of the approval.

Failure to observe and abide by the Facility Use requirements and regulations as described in this document or failure to submit payment due to the District in a timely manner may result in the denial of future use of the school facilities to an organization.

Supervision:

The organization's supervisor or designated representatives must remain on site during the entire activity and have a copy of the rental agreement in his/her possession.

All activities must be under competent adult supervision.

Organizations must provide ample supervision for their event/activity. A suggested guideline is one supervisor for every twenty (20) minors and/or every fifty (50) adults. Supervisors are responsible for maintaining order and control of all participants and spectators during the activity.

Regulations:

Congregation and loitering in the hallways and other parts of the building not expressly included in the rental agreement is strictly prohibited.

District owned equipment items required for the event must be identified at the time of application. Rental rates for any equipment will be determined at the time of application.

Unless specific arrangements have been approved at the time of the application, equipment owned by the school shall not be used by the organization (i.e. tables, chairs, spotlights, audio/visual equipment, stage scenery, musical instruments, public address systems, electronic scoreboards, athletic or physical education equipment, etc.)

Use of the facilities will be limited to the provisions of the approved request in matters of but not limited to days, hours and areas.

The use of tobacco or intoxicating beverages in or on school premises inclusive of sidewalk areas directly outside the building and designated parking areas is prohibited.

All applicable State statutes, municipal ordinances, police and fire regulations including space occupancy limits must be observed.

School furniture or equipment may not be moved without prior approval.

Consumption of soft drinks or food products of any kind is limited to designated areas only unless noted otherwise on the facility use application.

Games of chance (i.e. raffles, lotteries, bingo etc).are prohibited.

Equipment or apparatus provided by the approved organization must be removed from the building promptly after the event to avoid inference with the normal school program. The intent and type of apparatus being brought into the building must be acknowledged at the time of application.

Authority:

The Athletic Director, Assistant Principal or their designee shall be authorized to act in any cases not specifically covered by these policies and regulations.

Additional Charges:

In addition to basic space use charges, the cost for custodial, grounds, maintenance or other required supervision may be assessed as determined by the District and deemed necessary for the event preparation, coverage during the event and time required to return the space used by the organization for the normal school session.

Pre-approved use of the kitchen, Aquatic Center, RBTV Studio, and other such 'special use' areas will require the presence of district personnel. Specific labor rates and hours will be determined at the time of application.

A snow plowing and/or salting surcharge of \$25.00 per event day will be added for all events between November 1 and April 1.

Assessments for space use, equipment rental and personnel are to be considered as "estimates" and will be based upon the information provided at the time of application. Actual charges will be determined following the event. Fractions less than one-half hour will be rounded to the nearest half-hour. Final payment less deposit at time of application approval will be due within thirty days of billing by the District's Business Office.

Riverside Brookfield High School reserves the right to periodically revise, update and/or otherwise amend any part of this Rental of School Facilities policy.

Building Rental Rates:

Applicable charges for the use of the facilities shall be determined by the four general classifications/groups making application (see attached "Building Use Rates" Schedules "A", "B", and "C")

Group I

No fees; the Board of Education subsidizes all building usage by the group.

Examples of Group I entities are as listed but not limited to the following:

RB current student: approved curriculum, sports and activities and RBHS official parent groups such as Boosters, Patrons' Council, Music Sponsors, RB Educational Foundation, governmental entities having reciprocating agreements with the district, etc.

Schedule "A" charges – No.

Schedule "B" charges – No.

Equipment charges – No.

Group II

Fee definitions: Cost recovery will include custodial fees, supervision/security fees, utilities and/or fees to offset wear and tear on space and equipment.

Sanctioned Junior Bulldog Teams, governmental entities not having reciprocating agreement with the District, and not for profit 501(C) (3) organizations having an address within the boundaries of Riverside Brookfield High School District 208.

- To ensure proper Group Classification, non-profit groups will be required to provide proof of tax-exempt status and/or Certificate of Good Standing from the State of Illinois, Department of Business Services.
- Charges for personnel and/or space use may be waived by the District for organizations in Groups II providing the organization is approved for space use during the hours of 7:30 AM– 10:00 PM Monday through Friday and providing the event or activity does not require more than minimal set-up/take-down assistance, does not detract, interfere or otherwise hinder in any way the work being performed by the teaching or support staff. Charges may be assessed if the use is extended for multiple dates.

Schedule "A" charges – Yes.

Schedule "B" charges – TBD.

Equipment charges – Yes.

Group III

Fee definitions: Cost recovery plus at a rate determined by the RBHS Administration.

Examples of Group III entities are as listed but not limited to the following:

For-profit businesses or entities having addresses within the boundaries of Riverside Brookfield High School such as dance schools, Sokol, etc.

Schedule "A" charges – Yes.

Schedule "B" charges – Yes.

Equipment charges – Yes.

Group IV

Fee definitions: Cost recovery plus at a rate determined by the RBHS Administration.

Examples of Group IV entities are as listed but not limited to the following:

Out-of-district groups or organizations such as dance groups from another community, Community Theatre groups from outside District 208 boundaries, etc.

Schedule "A" charges – Yes.

Schedule "B" charges – Yes.

Equipment charges – Yes.

HOLD HARMLESS AGREEMENT

_____ hereby agrees to protect, defend, indemnify and save harmless and reimburse Riverside Brookfield High School District 208, its Board, officers, agents and employees (hereafter referred to collectively as Riverside Brookfield High School District 208) from and against and all loss, claims, lawsuits, liability, expenses and attorney's fees and costs of any kind and nature whatsoever, which Riverside Brookfield High School District 208 may incur arising out of or in connection with any claimed damage to, loss or destruction of property of the School District or of others or because of claims, demands, lawsuits, actions, settlements, or judgments whatsoever for bodily injury, sickness or disease, including death, sustained by any person resulting from or in connection with or by reason of the use of said Riverside Brookfield High School District 208 facilities and/or equipment by me or my guests or invitees, or those of any organizations for which an agent has signed this Agreement, including any such claim or proceeding based in whole or in part on any alleged negligence, strict liability, contribution, indemnity or other allegation against Riverside Brookfield High School District 208 except the sole and exclusive conduct of Riverside Brookfield High School District 208. The party intends this indemnification to be given its broadest application to all claims.

Dated this _____ day of _____, 20_____ .

Authorized signature or organization

POLICY AND REGULATIONS AGREEMENT

The undersigned acknowledges that they and those associated with the approved rental and/or use of Riverside Brookfield High School space have received, read and agree to abide by the policies and regulations contained in the RIVERSIDE BROOKFIELD HIGH SCHOOL DISTRICT 208 BUILDING RENTAL AND USE POLICY application packet.

Authorized signature or organization

**SCHEDULE “A”
FACILITY SPACE CHARGES**

Area/Space	Group I	Group II	Group III	Group IV
Auditorium - Rehearsals House lighting and front stage only.	N/C	\$25	\$45	\$60
Auditorium – Performances House lighting, dressing rooms, front and rear stage only.	N/C	\$30	\$55	\$75
Little Theatre – Rehearsals House lighting and stage only.	N/C	\$20	\$30	\$45
Little Theatre – Performances House lighting, dressing room and stage only.	N/C	\$25	\$45	\$60
Faculty Cafeteria	N/C	\$15	\$25	\$30
Student Cafeteria	N/C	\$20	\$30	\$40
Main Gym – floor only	N/C	\$15	\$25	\$45
Main Gym – including bleacher sections	N/C	\$20	\$30	\$55
East Gym	N/C	\$12	\$20	\$35
Field House	N/C	\$15	\$25	\$45
Gymnastics Room	N/C	\$20	\$30	\$45
Spin Cycle Room	N/C	\$20	\$25	\$35
Fitness Room	N/C	\$25	\$35	\$50
Weight Room	N/C	\$30	\$45	\$65
Wrestling Room	N/C	\$25	\$35	\$55
RBTV	N/C	TBD	TBD	TBD
Alumni Lounge	N/C	\$15	\$25	\$30
Bill Lehotsky Room	N/C	\$15	\$25	\$30
Aquatic Center Includes Locker Rooms	N/C	\$15	\$45	\$60
Standard Classroom	N/C	\$15	\$25	\$30
Shuey Stadium - Track and/or field only. (See Schedule “C” Equipment Charges for lighting, scoreboard or sound system use. See Schedule “B” Personnel Charges for scoreboard or sound system.)	N/C	\$25	\$40	\$55
Commons areas – in excess of 500 sq.ft	N/C	\$5	\$10	\$15
Other space charges TBD upon request.		TBD	TBD	TBD

Notes:

- 1) All rates shown as “per booked hour”.
- 2) Minimum two-hour space use charge for all areas
- 3) Charges may be assessed at time of application review for the use of additional furniture/equipment items such as podiums, tables, chairs, etc.
- 4) Charges may be assessed at time of application review for the use of specialized equipment such as but not limited to sound, scoreboards, theatrical lighting, etc. in the following areas:
 - Shuey Stadium
 - Main Gym
 - East Gym

- Field House
 - RBTV
 - Auditorium
 - Little Theatre
- 5) Special use restrictions apply to Aquatic Center and Shuey Stadium track and field.
- 6) The following spaces such as but not limited to the following areas may not available for rental due to safety, security, sanitation or other concerns:
- Food preparation kitchens
 - Shuey Stadium Locker Rooms
 - Student Locker Rooms
 - Dance Studio
- 7) Use of following space and/or equipment in the following areas may require coverage by specially trained District personnel:
- Gymnastics
 - Spin Cycle
 - Fitness
 - Weight
 - Aquatic Center
- 8) Spaces Use Charges subject to change.

**SCHEDULE “B”
PERSONNEL CHARGES**

Position	Group I	Group II	Group III	Group IV
Custodial, Maintenance or Grounds	N/C	\$35	\$38	\$40
Aquatic Center Supervisor and/or Life Guard	N/C	\$25	\$30	\$45
RBTV Studio Supervisor	N/C	\$35	\$38	\$40
RBTV Studio Tech	N/C	\$12	\$15	\$20
Auditorium Supervisor	N/C	\$35	\$38	\$40
Auditorium Tech	N/C	\$12	\$15	\$20
Kitchen personnel	TBD	\$25	\$30	\$40
District Security Personnel	N/C	\$25	\$35	\$40
Athletic event scoreboard or sound system operator	N/C	\$35	\$38	\$40
Other support personnel as may be deemed necessary.		TBD	TBD	TBD

Notes:

- 1) All Custodial, Maintenance and Grounds rates are shown at “per hour” overtime.
- 2) All other rates are shown at “straight-time”. Weekend and Holiday events may be billed at higher hourly rates than shown.
- 3) Minimum three-hour labor charge may apply for all activities.
- 4) The presence of a Supervisor and Life Guard may be required during the duration of Aquatic Center use.
- 5) Charges may be assessed at time of application review for the presence of District trained staff or other such personnel as required to operate specialized equipment in the following areas:
 - Shuey Stadium
 - Main Gym
 - East Gym
 - RBTV
 - Auditorium
 - Little Theatre
 - Kitchen
- 6) Labor rates subject to change.

* Charges for personnel may be waived by the District for organizations in Groups II providing the organization is approved for space use during normal work hours from (6:30 AM– 11:30 PM) Monday through Friday and providing the event or activity does not require more than minimal set-up/take-down assistance, does not detract, interfere or otherwise hinder in any way the work being performed by the staff.

SCHEDULE "C"
EQUIPMENT CHARGES

Item	Group I	Group II	Group III	Group IV
Slide Projector	N/C	\$25	\$45	\$75
Video Projector		\$30	\$50	\$100
Overhead Projector		\$10	\$25	\$45
VCR/Monitor	N/C	\$20	\$35	\$65
Amplifier/Wireless Mic		\$20	\$30	\$50
Tri-Pod Screen		\$10	\$20	\$40
TV Monitor		\$10	\$20	\$40
DVD/VCR Combo		\$20	\$35	\$55
Laptop computer	N/C	\$30	\$50	\$100
Lectern	N/C	\$10	\$20	\$25
Folding tables	N/C	N/C	\$2 ea/event.	\$3.00 ea./event
Folding chairs	N/C	1-20 n/c ea./event 21 + \$0.50 ea.	1-20 n/c ea./event 21 + \$1.00 ea.	\$1.00 ea./event
Electronic Scoreboards: Shuey Stadium and Gymnasiums	N/C	\$5	\$12	\$20
Little Theatre or Auditorium sound system	N/C	\$10	\$20	\$35
Auditorium or Little Theatre theatrical stage lighting	N/C	TBD	TBD	TBD
Shuey Stadium lighting	N/C	\$8	\$12	\$15

Notes:

- 1) Rates shown at per hour with three-hour minimum.
- 2) Lighting, sound, and other equipment charges for Auditorium and/or Little Theatre to be determined at time of application when specific equipment needs are identified.
- 3) Specific equipment items may require operation by trained in-house staff member.
- 4) Charges for other equipment items to be determined upon request.
- 5) Equipment charges subject to change.

Summary of Rental Requirements

- Submit Building and Facility Use Request Form to appropriate office
 - No less than 14 days prior to event
 - Specify specific space(s) requested
 - Specify any and all equipment needs

- Once approved and no less than 5 days prior to event submit:
 - Copy of Facility Use Form initialing acknowledgment of *estimated* charges
 - Certificate of Liability Insurance
 - Signed Hold Harmless Agreement document
 - Signed statement acknowledging receipt and review of Building Use requirements, policies and rental guidelines.
 - Deposit (if required) applied to estimated charges

- Applicant acknowledges willingness to abide by all regulations and stipulations as identified in the Riverside Brookfield High School Building Rental and Use Policy.