



SYCAMORE CUSD #427 – Application for Use of Building or Grounds
245 W. Exchange St., Sycamore, IL 60178
Phone: (815) 899-8100 Fax: (815) 899-8119 www.syc427.org

Facility/Grounds Requested: _____ Number of Participants: _____

Event details: _____

Date(s): _____ _____ _____ (if multiple dates, please attach a separate list)	Event Start Time: _____	Event End Time: _____
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Organization Name: _____		<p align="center">Equipment needed (if any):</p> <p>_____ Microphone _____ Computer _____ Speakers _____ Smart Board _____ Screen _____ Lighting _____ Risers _____ Podium</p> <p>Other: _____ _____</p>
Contact person: _____		
Address: _____		
Email address: _____		
Phone: _____		
Billing address/email: _____		<p align="center">Room Arrangement (if needed):</p> <p>_____ # of chairs _____ # of tables</p>

The organization agrees to all conditions stated on this application and attached agreement. The organization also agrees to assume responsibility for the care of the building and enforcement of the Board of Education’s policies, including supervision, effective for the above date(s). We understand that we are liable for any damages to the buildings or grounds caused by or attributable to this event. Furthermore, we agree to indemnify, defend, and hold harmless Sycamore CUSD #427, its Board Members, and employees, as to any claim which may arise out of the use of the District facilities as herein provided.

Signature – Organization Representative: _____ **Date:** _____

For Internal Use Only – FY19		School Dude Project #: _____
Building Administrator: Approve _____	Deny _____	Date: _____
CFO/CSBO: Approve _____	Deny _____	Date: _____
Facility Fees: _____		
Staffing Charge: _____		
Total Fees: _____		



Terms & Conditions of Agreement (Page 2) **Use of Building or Grounds - Sycamore CUSD #427**

District Priority of Facility/Grounds Use and Rentals (Refer to Exhibit A for the fee schedule):

- Priority A – District Sponsored Activities & Local Governments
- Priority B – Sycamore Community Organizations
- Priority C – Non-Sycamore Community Organizations
- Priority D – For Profit Organizations

Facility/Grounds General Guidelines (Please read and agree by initialing at the bottom of the page):

- The use of school facilities for school purposes has precedence over all other uses. (Exhibit B)
- **Proof of general liability insurance is required, in the form of a Certificate of Insurance naming Sycamore CUSD #427 as an additional insured in the amount of \$1 million dollars, and must accompany this agreement.**
- Renters will be charged personnel fees if the event occurs outside the regular staffing schedule. Monday through Friday, elementary schools are scheduled until 8pm; Sycamore Middle School and Sycamore High School are scheduled until 11pm.
- The District has the right to increase staffing when more than one group rents the facility at the same time. This staffing may include, but is not limited to, custodial staff and/or security staff to manage the facility and or/ parking due to the volume of attendees. The cost of these staff members may be passed onto the renters.
- Events held during inclement weather which requires snow removal and/or salting may be charged at a rate of \$50/hour per staff member, with a minimum of two hours per time.
- A deposit may be required upon contract approval.
- The use and possession of intoxicating liquors and tobacco is prohibited on school premises and grounds.
- Only the area requested is available for use and **locker room facilities are not available for use.**
- No furniture or equipment may be moved without prior approval from the Building Administrator.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.
- The requesting organization may cancel the contract (in writing) without penalty, if the rental is cancelled more than 5 business days before the scheduled event. If the rental is cancelled less than 5 days prior to the event, the organization will be charged.
- Payment is due to our business office **within 30 days** of being invoiced. Failure to do so may result in your ability to utilize future District facilities.
- Please contact the Business Office regarding fee assessment and invoicing questions at (815) 899-8100.

All non-District related groups must agree to:

- Use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.
- The District will not supervise the activity nor will it supply individuals to act as emergency responders.

Renter's initials acknowledging compliance with the terms and conditions as listed above: _____



Exhibit A 2018-2019 Fee Schedule

Facility Type (rentals based on per hr.) & Other Charges	Priority A (District Sponsored Activities & Local Governments)	Priority B (Sycamore Community Organizations)	Priority C (Non-Sycamore Community Organizations)	Priority D (For Profit Organizations)
Gym	n/a	\$10.00	\$50.00	\$70.00
Cafeteria	n/a	\$10.00	\$50.00	\$70.00
Commons	n/a	\$10.00	\$50.00	\$70.00
Gallery	n/a	\$10.00	\$50.00	\$70.00
Library/Media Center	n/a	\$10.00	\$50.00	\$70.00
Meeting Room	n/a	\$10.00	\$50.00	\$70.00
Kitchen Facilities	n/a	\$10.00	\$50.00	\$120.00
Field House (per hr.)				
Single Gym	n/a	\$10.00	\$50.00	\$70.00
Track	n/a	\$10.00	\$50.00	\$70.00
Classroom	n/a	\$10.00	\$50.00	\$70.00
Concession Stand	n/a	\$10.00	\$50.00	\$70.00
Two Gyms	n/a	\$20.00	\$100.00	\$140.00
Three Gyms	n/a	\$30.00	\$150.00	\$210.00
Four Gyms	n/a	\$40.00	\$200.00	\$280.00
Entire Facility (four gyms & track – not including classroom or concession stand)	n/a	\$50.00	\$250.00	\$350.00
Portable Scoreboard (per unit on-site only)	n/a	\$35.00	\$35.00	\$35.00
Sound System (per unit on-site only)	n/a	\$50.00	\$50.00	\$50.00
Athletic Facility Rates				
Football				
Lights – flat rate if less than 2 hrs.	n/a	\$200.00	\$200.00	\$200.00
Lights – per hr. if more than 2 hrs.	n/a	\$100.00	\$100.00	\$100.00
Press Box – per hr. (sound system)	n/a	\$30.00	\$30.00	\$30.00
Yard Markers - deposit	n/a	\$500.00	\$500.00	\$500.00
Competition Lines – flat rate for layout	n/a	\$400.00	\$400.00	\$400.00
Elementary & Middle School fields	n/a	\$10	\$50	\$70
Soccer, Baseball/ Softball, Track				
Field/Diamond/Track – per hr. (\$200/day max)	n/a	\$10.00	\$50.00	\$70.00
Bleacher trailer (on-site)	n/a	\$100.00	\$100.00	\$100.00
Bleacher Trailer (off-site)	n/a	\$1,000	\$1,000	1,000
Scoreboard (per hr. plus staffing charge)	n/a	\$10.00	\$10.00	\$10.00
Competition Lines				
Baseball	n/a	\$100.00	\$100.00	\$100.00
Soccer	n/a	\$200.00	\$200.00	\$200.00
Softball	n/a	\$100.00	\$100.00	\$100.00
Staffing Charge (per hr.)		Regular Time	Saturday	Sunday
Custodial Personnel	n/a	\$25.00	\$38.00	\$50.00
Field House Supervisor	n/a	\$20.00	\$20.00	\$20.00
Announcer	n/a	\$20.00	\$20.00	\$20.00



Exhibit B

Board of Education Policy 8:20 - Community Use of School Facilities

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 24, 2008