

**Submit to:**

Maintenance Department- CM201-U  
1400 Sangamon, Crete, IL 60417

Phone: 708-367-8210

Fax: 708-672-2842

## **FACILITY RENTAL AGREEMENT**

### **Crete-Monee School District**

#### **Building Usage Policy**

As a service to our communities, Crete-Monee School District 201-U allows organizations to rent our facilities, during non-school hours. Such activities must be scheduled so they do not interfere with teaching or learning, activities associated with the operation of school-related support groups, extra curricular activities, or regular maintenance of our buildings.

#### **General Policies**

1. At the Superintendent's discretion, District 201-U may grant non-school groups short-term rental access to school facilities, provided such groups agree to the terms listed in the Conditions for Rental section of this document.
2. School District 201-U's facilities are available for rent when school is not in session, until 9:00 p.m.
3. No rentals will be allowed on district holidays.

#### **Conditions for Rental**

Permission to rent facilities is subject to approval from District 201-U Maintenance Department and the Superintendent or his designee. Permission for rental will not be granted unless the renter agrees to abide by the following provisions:

1. Submit written proof of insurance, which covers activities undertaken and has sufficient liability coverage for the risks of such activities (policy coverage must be written with a minimum limit of \$1,000,000 per occurrence). Crete-Monee School District 201-U must be named as the "Certificate Holder" and "Additional Insured." Insurance policies must be received at the time of the rental request. Rental requests will not be processed without valid insurance.
2. Waive any claims of liability, and hold School District 201-U, its agents and employees harmless.
3. Submit the Facilities Rental Request to the Crete-Monee Maintenance Department. The request must be submitted at least six work weeks prior to the proposed contract date.  
The Maintenance Department will verify that all District 201-U entities are agreeable to the rental. Once that agreement has been established the Rental Contract will be executed. At that time, the Crete-Monee School District shall request a deposit of 2/3 the Performance/Rehearsal fees to secure the date of the rental.
4. Abide by all Federal, State, County and local laws including all rules and regulations of the School District.
5. Make all advertisements and information note the name of the organization and phone number of a contact person; they should neither imply the endorsement of School District 201-U, nor have the School District's phone numbers on them.

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6. Maintain a tobacco-free and alcohol-free environment.
7. Allow School District 201-U employees, at the discretion of the administration, to attend or monitor the group meeting or activities.
8. Use Facility Rental Sign-in sheets, this form is the basis for assessing any additional fees.
9. Stay in the designated rental areas. Renters may not visit libraries, classrooms or other building areas not covered by the Rental Agreement.
10. Minors shall be supervised by adults, over the age of 21, at all times.
11. Sell only soda purchased through the Maintenance Department. It is understood that contractual obligations of the district prevent all organizations from selling soda on district property that was not purchased from the district.
12. Pay the rental fees as assessed by the Crete-Monee Maintenance Department. Fees stated on the Rental Agreement are estimates and may be amended in certain instances, including overrun of contracted time and dumpster removal, and will include all time required to set up, operate equipment, break down and clean up the event.
13. Base fees for spaces are established by area as defined within the fee schedule. The Base fees include use of the space and basic utilities such as restrooms, water, lighting, heating and air conditioning (if available).
14. Pay any additional fees prescribed within the contract, including custodial, lighting and sound technicians, piano tuning, security guards and food service staff.
15. Custodial fees are assessed at the hourly rate as defined within the fee schedule, and will include a minimum of one hour beyond the contracted time. Custodial fees are assessed per custodian needed; all efforts will be made to accurately estimate costs.
16. Lighting and Sound Technician supervision is to be supplied by the District. The renter will be assessed this expense at the hourly rate defined in the fee schedule.
17. Renters may not tune or adjust District 201-U pianos. Piano tuning may be arranged beforehand with the Maintenance Department. All fees resulting from requested tunings will be the responsibility of the renter.
18. Food Service areas (kitchens) may be included within the rental agreement, provided that renter retains the service of at least one District Food Service Employee. The number of Food Service Employees required will be established on a case by case basis. This fee will be established on a per person hourly rate as set forth in the fee schedule.
19. Security guards may be required on a case by case basis, as noted on the Rental Agreement. The Superintendent, or his designee, will notify an organization requiring extra security at the time the contract is approved. Security must be supplied by District 201-U employees or its designees.
20. Return the facility to its proper status prior to the group meeting, and pay for all repairs.
21. Pre-inspect the facilities, utilizing the Facility Inspection Form. This will be the basis for establishing whether damages have been incurred during the time of the rental.

### **Revoking or Rejecting Agreements**

The Superintendent, or his designee, has the right to revoke any agreement, if the group does not pay its rent or follow the Conditions for Rental. The Superintendent, or his designee, has the

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right to restrict, reject or deny access to any groups: 1) which engage in political or profit-making activities which they deem inconsistent with the use of premises for public school purposes, 2) whose requests would make access to other groups impossible, 3) who do not care for and maintain School District property. The Superintendent, or his designee, may cancel a particular meeting date, regardless of whether it was in a contract, in the event of a school-related usage conflict (i.e. a concert, etc.).

### **Waivers of Rental Fees**

1. The Park Districts of Crete, University Park, Monee and Park Forest are subject to all Conditions for Rental, but the fees are waived due to reciprocal service. Municipal entities (fire departments, police departments, municipal rescue services) are likewise subject to all Conditions for Rental, but may not be assessed fees.
2. Scouting groups, 4-H and groups which provide community service to the student body of a particular school may be exempt from rental fees provided they meet at the school from 3:30-5:30, no later. The groups are also subject to the Conditions for Rental. Groups requesting to meet at other times may have to pay custodial salaries, unless waived by the Superintendent or his designee.

*All payments, including deposits, must be made to the Crete-Monee School District Maintenance Department at 1400 Sangamon St.*

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**FACILITY RENTAL AGREEMENT**

Requested  
Event Title: \_\_\_\_\_

Description of  
Event/ Activity: \_\_\_\_\_

School Name Requested (Essential) \_\_\_\_\_

**Identify all facilities requested:**

**Elementary Schools**

**Middle School/Sixth Grade Center**

**Crete Monee High School**

- Gym
- Cafeteria
- Parking Lot
- Other: \_\_\_\_\_

- Dome (SGC)
- Auditorium (MS)
- Cafeteria
- Parking Lot
- Other: \_\_\_\_\_

- Gym
- Auditorium
- Field House
- Parking Lot
- Other: \_\_\_\_\_

Event Date(s) of intended Use: \_\_\_\_\_

Weekdays (\_\_\_\_\_)

Saturdays

Sundays

Setup Start Time: \_\_\_\_\_ am/pm

Event Start Time: \_\_\_\_\_ am/pm

Event End Time: \_\_\_\_\_ am/pm

Breakdown End Time: \_\_\_\_\_ am/pm

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Please Print (First Name)

(Last Name)

Email: \_\_\_\_\_  
Please Print

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Number Attending: \_\_\_\_\_ \*Adults: \_\_\_\_\_ \*Children: \_\_\_\_\_

Specific Set-up Services:  Lighting  AV (Sound Services)  Other: \_\_\_\_\_

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Additional custodial fees will be charged for each custodian necessary. Custodial fees will include a minimum of one additional hour for setup and teardown of event. Additional fees may be assessed based on need, and on a case-by-case basis.

The applicant, renter, organization shall indemnify, defend and save harmless Crete-Monee School District 201-U, its Board of Education, officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of School District 201-U pursuant to this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which Crete-Monee School District 201-U is an additional insured with minimum liability coverage of \$1,000,000 per occurrence, and renter shall furnish evidence with a certificate of insurance prior to contract approval.

It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.

The applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

**Fees:**

- Base Fee of: \_\_\_\_\_
- \_\_\_\_\_ Custodial Fees of :
  - \$25/hour (Weekdays)
  - \$30/hour (Saturdays)
  - \$35/hour (Sundays)
- Utility Fee of: \$10/hour
- No Charge
- Sound/Lighting Fee of \$75/hour.
- Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Facilities Dept: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Office Only**

- School Sign Off (availability)
- Custodian notification and confirmation of time and manpower required
- Proof of Insurance
- Agreement sign off
- Invoice sent

School related hour calculation:

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### **Facility Inspection Form**

**Fill Out Upon Arrival**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_

Facilities Used: \_\_\_\_\_

\_\_\_\_\_

Damaged Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Fill Out Upon Departure**

Time: \_\_\_\_\_

Damaged Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_