GUIDELINES FOR THE COMMUNITY USE OF PROSPECT HEIGHTS SCHOOL DISTRICT 23 FACILITIES

Fees and the priority usage of School District 23 facilities, shall be governed by the following tiers:

Tier 1: D23 student athletic and activity groups, school programs, D23 staff members working exclusively with D23 students, D23PTO, any organization requested by the District to present programs

Tier 2: Intergovernmental Agreement (i.e. Park District) or contract basis

Tier 3: Community groups, non-for-profit agencies, and private community organizations where majority of participants are D23 students, parents, or community members

Tier 4: All other groups or private organizations

PROCEDURES FOR REQUESTING FACILITIES

Requests for the use of facilities by ALL groups/organizations shall be made using the District's online facility request software program. Requests shall be submitted at least fourteen (14) days prior to the date facilities are desired.

Applications will not be processed without all completed information, including the certificate of insurance. D23 requires all non-school groups to furnish a Certificate of Insurance listing Prospect Heights School District 23 as "Additional Insured". Refer to sample Certificate of Insurance for required limits.

The group using the facility shall be responsible for providing adequate supervision of the activity and must designate one (1) adult at the time of application responsible for the program or activity.

D23 reserves the right to request an organization to arrange for security protection, additional supervision, and/or traffic supervision. Such requests will be at the discretion of D23 administration and at the expense of the lessee (i.e. building attendant, traffic control, security, etc.)

Facility users will be billed after the event in accordance with the facilities usage fee schedule. All checks should be made payable to Prospect Heights School District 23

RESTRICTIONS IN USE OF FACILITIES

D23 reserves the right to cancel any facility rentals for school use, should a conflict with school groups or programs develop. Notification will be given in advance of the cancellation.

The user is not permitted to enter into any area other than those listed in the rental agreement.

D23 custodians shall be present during facility use. Custodians will provide access into D23 facilities. At no time shall exterior doors be propped open. If there is a need for a facility user to accommodate multiple entry times, it is the user's responsibility to provide additional door supervision.

The presence of firearms, smoking, use of tobacco or vape, alcohol, and illegal drugs is strictly prohibited on all school property. Violation of this provision shall result in the denial of any future facility use privileges.

Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.

On days when school is cancelled or dismissed early due to unexpected circumstances (i.e. severe weather), all scheduled activities shall be cancelled.

Facility usage fees during weekend hours require a minimum two (2) hour rental, including 30 minutes prior to, and 30 minutes after the event.

Snow removal service is typically not performed during weekend activities.

Facility use cannot be "sub-leased".

Additional charges for technology and media infrastructure use and support shall apply as required.

Users with outstanding fees will not be permitted to rent additional facilities until all past due amounts are paid.

CANCELLATION

Cancellations by the user group shall be accepted up to 48 hours prior to the event.

D23 discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Should this occur on non-school hours (weekends) the user shall be billed the entire facility rental fee. Should a user reserve and not show (during either school or non-school hours) a total of four (4) times within a calendar year, all remaining facility uses will be removed from the schedule for the specific user and denial of any future facility use privileges may occur.

HOLD HARMLESS CLAUSE

The renter shall indemnify, hold harmless, and at the District's option, defend the District from any and all claims against, and losses incurred by the District arising out of our renter's use of District Facilities under this agreement.

Renter waives and promises not to bring any claims against the District arising out of the renter's use of the District Facilities, except for a breach of the agreement. As used in this paragraph: (1) the term "District" includes the Board of Education of Prospect Heights School District 23 and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any administrative or judicial proceeding brought against the District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death or District Facilities damage; and (3) the term "loss" includes any monies expended by the District as a result of a claim, including the District's reasonable attorney fees incurred in response to a claim.