

**Kane School District**  
**Use of School Facilities Application**

FOR OFFICE USE  
At least \$1,000,000 INSURANCE PROVIDED

For Use at (Name of school building) \_\_\_\_\_

**I NAME OF APPLICANT / ORGANIZATION**

Purpose \_\_\_\_\_ Will admission or other fee be charged? Yes ( ) No ( )

Address \_\_\_\_\_

Supervisor / Instructor \_\_\_\_\_ Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Alternate contact person \_\_\_\_\_ Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

**II FACILITIES REQUESTED (Only those facilities and equipment specifically requested are to be used.)**

Specific Facilities Requested \_\_\_\_\_  
Auditorium, Cafeteria, Kitchen, Gym, Classroom, etc.

#adults \_\_\_\_\_ #children \_\_\_\_\_

Special Equipment Needed \_\_\_\_\_

**III TIME** Starting Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_  
month/day/year month/day/year

Day(s) of Week \_\_\_\_\_ District Person Assigned \_\_\_\_\_

**IV AGREEMENT**

The undersigned hereby makes application to Kane School District for use of school facilities described above and certifies that the information given in the application is correct. The undersigned further states that he has the authority to make this application and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principal of the school in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold Kane School District harmless from all liability resulting from the use of said facilities and further agrees to use only those facilities indicated under item II above. Applicant further agrees to read and abide by the rules and regulations set forth on the back of this application. The applicant further agrees to reimburse the Kane School District for any damage arising from the applicant's use of said facilities. A minimum of \$1,000,000 of liability and property insurance will be secured.

**PAYMENT OF RENTAL FEES:** Determination of users who will pay a fee and the amount charged per hour will be decided by the School Principal based on the latest established rental rates. Rental fees are payable in advance to the Kane School District, unless prior billing arrangements are made.

\_\_\_\_\_ I have read and agree to abide by the rules and regulations on the reverse side of this application.  
(initial)

\_\_\_\_\_ I understand that user fees of \$ \_\_\_\_\_ are payable in advance to Kane School District unless prior billing arrangements are made.

	Signature of Applicant	Date
<b>V FEES</b>	Number of days scheduled _____	<b>SCHOOL DISTRICT APPROVAL</b>
	Per Use _____ Extension _____	The above group has been classified
	Equipment Fees _____	_____ Class I _____ Class II _____ Class III
	Estimated room rental _____	
	Total _____	
		Signature of Building Principal _____ Date _____

**USER FEE SCHEDULE**  
**Kane School District**  
**Community Use of School Facilities**

	Class I Hourly Rate	Class II Hourly Rate	Class III Hourly Rate
Auditorium -- Rehearsal	None	\$5	\$15
Auditorium -- Performance	None	\$20	\$50
Auditorium -- Student Auditorium Technician	\$12	\$12	\$12
Cafeteria -- High School	None	\$10	\$30
Classrooms	None	\$5	\$15
Gymnasiums	None	\$15	\$40

Dances in the Gym by outside groups are prohibited

Kitchens	All food service employees will be hired At their actual salary and benefit costs		
Kitchens may only be used if a school food services employee is hired to supervise the operation, use, and clean-up phase.			
Multipurpose Room -- Elementary School	None	\$5	\$20
Stadium with lights	\$25	\$25	\$65
Techno -- Teaching/EDNET Rooms @ each room	None	\$15	\$40
Techno Teaching/EDNET room Facilitators	\$15	\$15	\$15

Facilitators are required for each Techno-Teaching/EDNET Room used. Use of all of the equipment associated with each Techno-Teaching site is included in the rental fee.

Technician -- Hub	Time and a half salary cost if after After hours, (2) two hour minimum.
May not always be required, but should Techno classes need special assistance, and call out is needed.	

Other District Employees	When other employees are required, Their actual salary and benefit cost Must be covered.
Adult Custodian Rate Per Hour = \$25. (if OT \$37.50)	
Student Rate Per Hour = \$12 (if OT \$18)	
Food Service Worker Rate Per Hour = \$23 (if OT \$34.50)	

**NON-PROFIT RECIPROCAL ORGANIZATIONS – CLASS I**

1. This category is for certain types of activities generally considered to be directly associated with the District and/or a non-profit group serving the youth of the District and community such as: church, parent organization, booster groups, KEA, Boy Scouts, Girl Scouts, Arts Council, etc.
  - a. User fees will not be charged when the funds raised are to be used to directly support school related activities.
2. This category may also include groups sponsored by governmental agencies that have entered into a formal Facilities Use Agreement with the School Board. This would include users groups such as city or community recreation programs.

**NON-PROFIT COMMUNITY PRIVATE ORGANIZATIONS – CLASS II**

1. This category includes community groups who want to use facilities for services or other special functions. Also included are family groups, wedding receptions, class reunions, civic groups, state tax supported institutions, service organizations and other "non-profit" groups.
2. Class II users who are conducting a fund raising activity will be charged as a Class III user unless all sponsors, participants and/or performers reside in Kane County.

**COMMERCIAL PROFIT MAKING ORGANIZATIONS – CLASS III**

This category is for an individual or groups desiring to use a District facility to make a profit, or to support an ongoing "for profit" operation. They do not qualify as a civic, service, religious, educational, or governmental agency.

**ADDENDUM**  
**TO KANE SCHOOL DISTRICT USE OF  
SCHOOL FACILITIES APPLICATION FORM**

1. Warranty of Inspection:

User has inspected the Facilities and warrants to the District that the Facilities are acceptable and appropriate for all Event activities. User accepts full responsibility for all conditions on the premises that can be identified by reasonable inspection, if it fails to give District written notice of any objectionable conditions, no later than one week before the date of the Event.

2. Set Up For Event:

User understands and accepts it has full responsibility for safely and appropriately setting up all equipment, marking the site, and for all other activities necessary for staging the Event.

3. Safety & Security:

User understands and accepts it has full responsibility for all security measures necessary for the safety of all those involved in the Event including, but not limited to, parking lot safety, crowd control, and participant and spectator safety.

4. Supervision:

User warrants to the District that it will provide all the supervision necessary for the safe use of Facilities. User understands and accepts that it will provide all needed supervision and that the District has no supervisory responsibility for the Event.

5. Medical & Emergency Care:

User understands and agrees it takes full responsibility to provide medical and emergency care to all those involved in the Event, including participants and spectators. User warrants to the District that all medical and emergency care will be appropriate and sufficient.

6. Indemnification:

User agrees to indemnify, hold harmless and defend the District, and all it's boards, officials, officers, employees, agents and volunteers ("Indemnities") from any and all lawsuits, claims, damages, liabilities, costs and expenses, including attorneys fees, arising out of or in any way connected with this Agreement or use of the Facilities.

7. Signing & Dating:

This User Agreement is entered into this (Date) \_\_\_\_\_

Signatures:

User \_\_\_\_\_

School District \_\_\_\_\_

1. It is the goal of the Kane School District Board of Education to make school facilities available for the widest community use. However, school functions shall have priority over community use requests
2. Applications for use of buildings or ground facilities must be submitted at least five (5) days, but no more than one year, prior to the date for which facilities are requested. However, no contract will be acted upon for a succeeding school year until after the school calendar is set.
3. Approval will not be granted for any meeting which may be in any way prejudicial to the best interest of the school district.
4. All costs for adequate supervision shall be the responsibility of the applicant. This shall include proper police and fire protection where necessary.
5. Keys needed to open facilities for contracted purpose shall only be checked out to district employees and only for specific contract events.
6. Decorations or application of materials to walls or floors will not be allowed without special permission of the building principal.
7. Profane language, possession or use of intoxicating liquor and/or drugs, smoking in the buildings, boisterous conduct, betting or other forms of gambling shall not be permitted on school premises.
8. Footwear appropriate for the playing surface shall be worn for all activity-type games.
9. Applicants will leave chairs, tables and other equipment in exactly the same position in which they were found. Furthermore, applicants are required to remove, at their expense, furnishings or rubbish left after use of the school facilities.
10. Custodians should not be asked to set up P.E. or other equipment; or to provide additional equipment not indicated on the application.
11. Facilities used and activities held shall be limited to those specified on the application.
12. The applicant must exercise the utmost care in the use of school premises and must hold the Kane School District harmless from the use of requested facilities and equipment.
13. All fire, building, and other safety codes shall be adhered to by all patrons.
14. Administrators and caretakers shall have access to all facilities at any and all times. Premises will be vacated, doors and windows secured and lights turned out at the time specified.

## SECURITY DEPOSIT

A security deposit of \$100 is required to be paid BEFORE the use of any Kane School District facility can be granted. Deposit to be made to individual school.

Facility: \_\_\_\_\_ Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

This deposit is fully refundable when the following conditions of the agreement have been met in a timely manner.

### CHECKLIST

- ☐ All props/decorations PROMPTLY removed from property.
- ☐ All equipment, furniture, etc, returned to their original location.
- ☐ Floors swept
- ☐ Tables cleaned
- ☐ Garbage picked up and taken out
- ☐ Lights turned off
- ☐ Doors locked
- ☐ Keys returned

I understand and agree to the terms of this Security Deposit agreement.

Signed: \_\_\_\_\_

Security Deposit of \$100 paid on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Collected by: \_\_\_\_\_

### FOR REFUND OF SECURITY DEPOSIT:

Terms of agreement have been met, Security Deposit will be refunded.

Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Deposit was refunded on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Deposit Refund Received by: \_\_\_\_\_

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### SEND THIS PORTION WITH PERSON PAYING SECURITY DEPOSIT

Facility: \_\_\_\_\_

Security Deposit of \$100 paid on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Collected by: \_\_\_\_\_ (initial)

The following checklist must be completed in a timely manner for security deposit to be refunded:

- ☐ All props/decorations PROMPTLY removed from property.
- ☐ All equipment, furniture, etc, returned to their original location.
- ☐ Floors swept
- ☐ Tables cleaned
- ☐ Garbage picked up and taken out
- ☐ Lights turned off
- ☐ Doors locked
- ☐ Keys returned

REQUEST FOR SOUND AND LIGHT SERVICE

DIRECTOR OR AUTHORIZED SIGNATURE\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_

DATE OF PERFORMANCE(S)\_\_\_\_\_

TIME(S)\_\_\_\_\_

DATE(S) OF \*TECHNICAL RUN THROUGH\_\_\_\_\_

TIME(S)\_\_\_\_\_

DATE OF DRESS REHEARSAL\_\_\_\_\_

TIME\_\_\_\_\_

NOTE: GROUP OR DEPARTMENT IS RESPONSIBLE FOR NOTIFYING AND COORDINATING ALL TIMES AND DATES. IF THERE ARE SPECIAL NEEDS (EFFECTS, MAJOR LIGHTING OR SOUND THESE MUST BE SPECIFIED ON THIS SHEET AND RETURNED TO TECHNICAL DIRECTOR NO LESS THAN 3 WEEKS PRIOR TO THE PERFORMANCE.

\* TECHNICAL RUN THROUGH ARE FOR THE BENEFIT OF BOTH ORGANIZATION AND TECHNICAL TEAM. THEY SHOULD NOT EXCEED MORE THAN 3 HOURS IN LENGTH, PER DAY, UP TO 3 DAYS. THESE SPECIFICATIONS CAN BE CHANGED IF NEED OF MORE TIME IS DETERMINED BY BOTH TECHNICAL DIRECTOR AND ORGANIZATION TO BE VITAL.

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TECHNICAL DIRECTOR\_\_\_\_\_PHONE\_\_\_\_\_

LIGHT TECHNICIAN\_\_\_\_\_PHONE\_\_\_\_\_

SOUND TECHNICIAN\_\_\_\_\_PHONE\_\_\_\_\_

## AUDITORIUM CHECKLIST

DO NOT clean paint brushes or rollers in sinks.  
DO NOT dispose of paint in drains.  
DO NOT leave props, clothing, etc. in hallways.  
DO NOT let students use your key.  
DO NOT let students in the auditorium without adult supervision.

### DAILY

Clean Stage Restrooms and dressing areas  
Pick up trash and take it to the dumpster.  
Dust Mop Stage, mop if needed.  
Clean public restrooms in main hall (if used)  
Vacuum auditorium floors  
Turn off all lights.  
Lock doors.

ABSOLUTELY NO FOOD OR DRINK ALLOWED IN  
AUDITORIUM

## CHECKLIST FOR ALL NON-HIGH SCHOOL ACTIVITIES

### ALL RESTROOMS USED:

MUST BE CLEANED AND DISINFECTED.

### LOCKER ROOMS USED:

MUST BE CLEANED AND DISINFECTED.

### GYM:

ALL TRASH AND CLOTHES MUST BE PICKED-UP AND TAKEN TO DUMPSTER.

ANY SPILLS ON BLEACHERS MUST BE CLEANED UP.

GYM FLOOR MUST BE DUST MOPPED AND TRASH PILE PUT IN TRASH CAN.

### FOOTBALL FIELD: / BASEBALL field

ALL TRASH AND CLOTHES MUST BE PICKED UP AND DISPOSED OF PROPERLY.

NO CLEATS OR WET SOCKS IN HALLWAYS OR CLASS ROOMS.

*If concession stand's used must clean, sweep, mop  
Empty Trash, Restrooms ect.*

### CLASS ROOMS USED:

PICK UP TRASH AND EMPTY TRASH CANS.

PUT CHAIRS TO TABLES.

TURN OFF LIGHTS AND LOCK DOORS.

DISINFECT DESKS, TABLES, DOOR HANDLES, AND LIGHT SWITCHES

### ALL AREAS USED:

TURN OFF LIGHTS, CLOSE AND LOCK ALL DOORS .