

**Kane School District**

FOR OFFICE USE

At least \$1,000,000. INSURANCE PROVIDED  
(Only if a Class III for Profit Activity)

Application for Permit to Use School Facilities

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 a permit 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 per occurrence and \$3,000,000 aggregate of liability and property insurance will be secured, if the activity is a Class III event or where the event organizer is not a resident of Kane School District. All Class II users must sign the KSD Addendum Form.**

**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

FEES Number of days scheduled \_\_\_\_\_  
Per Use \_\_\_\_\_ Extension \_\_\_\_\_  
Equipment Fees \_\_\_\_\_  
Estimated room rental \_\_\_\_\_  
Total \_\_\_\_\_

SCHOOL DISTRICT APPROVAL  
The above group has been classified  
Class I \_\_\_\_\_ Class II \_\_\_\_\_ Class III \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Principal      \_\_\_\_\_  
Date

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 always have access to all facilities. Premises will be vacated, doors and windows secured, and lights turned out at the time specified.

**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	\$50	\$80
Auditorium –Performance	None	\$70	\$100
Auditorium – Student Auditorium Technician	\$15	\$15	\$15
Cafeteria	None	\$50	\$100
Classrooms	None	\$20	\$40
Gymnasiums – High School, Middle & New KES	None	\$50	\$100

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 & Middle	None	\$25	\$75
Practice Fields/Playground***	None	\$35	\$70
Football Stadium ***	None	\$75	\$150
Equipment Charges*	*	*	*
Building Admin/ Custodial****	\$20-\$60	\$20-\$60	\$20-\$60
Parking Lots	None	\$25	\$50
Refundable Security Deposit	None	\$200	\$400
<p>*Admin Discretion  ** Kitchens may only be used if a school food service employee is hired to supervise the operation, use and clean up.  Actual salary and benefits will be added to the above rental rates.  ***Add \$65 per hour to above rates when lights are used  ****Total hours charged left to admin discretion</p>			

**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 servicing 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 user 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.

## SECURITY DEPOSIT

A security deposit of \$200 or \$400 is required to be paid BEFORE the use of any Kane School District facility can be granted. Deposit to be made to individual school. (\$200 Class II and \$400 Class III.)

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 \$      
by: \_\_\_\_\_

Collected

### 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: \_\_\_\_\_