

Community Relations

Administrative Procedures - Community Use of School Facilities

The Board of Education encourages optimum use of school facilities by and for the District 214 community. However, the District reserves the right to reject a request for use of a school facility from any person or organization when it is not in the best interest of the District. No hazardous activities are permitted on District property; the possession or use of alcohol, tobacco products, drugs, weapons or firearms is prohibited on District property.

A. FACILITY RENTAL PROCEDURE

Anyone wishing to utilize District facilities should visit the District 214 website under the Buildings and Grounds Department section and submit an online facility rental application.

- Only applications submitted via the online facility rental request form will be considered.
- All applications for facility use are processed through the District Operations Department. Renters are not to contact individual buildings directly.
- Dates will be confirmed when the request form has been received and correlated against building usage calendars. All District needs take priority over any non-District facility use request.
- Requests are processed on a first-come, first-served basis.
- Upon approval of the request, a confirmation letter will be sent to the group along with a Application and Contract for Rental of School Facilities and a preliminary cost estimate.
- The Operations Department will notify individual buildings when a rental application has been completed, fees paid, insurance received and any other requirements for rental are satisfied so that the rental may be scheduled. No rentals may commence without approval from the Director of Operations.
- The signed Application and Contract for Rental of School Facilities, insurance certificates and deposit must be received five (5) school business days prior to the requested event start date. If all items are not received in a condition satisfactory to the District, the rental request will be cancelled. Checks for all rentals are to be made payable to TOWNSHIP HIGH SCHOOL DISTRICT 214.

B. CATEGORIES OF RENTERS AND BASIC RENTAL CHARGES

Staff hourly charges and processing fees apply to all categories of renters, regardless if a basic rental charge is applied or not, unless specifically waived via contractual agreement with the Board of Education.

1. Local units of government and other organizations with taxing authority.
 - a. In-District - *No basic rental charge*, if not revenue generating for the renter.
 - b. In-District - *Basic rental charge schedule A*, if revenue generating for the renter, and/or if coaches, instructors or other renter event staff receive salary, stipend or other compensation for the event.

- c. Out-of-District - Basic rental charge schedule B.
2. Booster clubs and other recognized parent organizations which raise money to directly support District activities.
 - a. No basic rental charge.
3. Private music lessons by District and non-District personnel.
 - a. No basic rental charge, if conducted during the normal school day.
 - b. Basic rental charge schedule A, if conducted after school, on weekends, or during summer hours.
4. Feeder programs, sports camps, activities, test prep programs.
 - a. No basic rental charge.
 - b. Basic rental charge schedule A, if revenue generating for the renter, and/or if coaches, instructors or other renter event staff receive salary, stipend or other compensation for the event.
5. Established churches and congregations for religious activities.
 - a. In-District - Basic rental charge schedule A.
 - b. Out-of-District - Basic rental charge schedule B.
6. Non-governmental organizations open to the public.
 - a. In-District, not-for-profit - Basic rental charge schedule A
 - b. In-District, for-profit - Basic rental charge schedule B
 - c. Out-of-District, not-for-profit - Basic rental charge schedule B
 - d. Out-of-District, for-profit - Basic rental charge schedule C
7. Charity events with significant involvement by or benefit for District students or staff. The charity must be recognized by and registered with State and Federal governments to qualify.
 - a. No basic rental charge.

C. SCHEDULE OF RENTAL CHARGES

The Director of Operations will annually prepare a schedule of rental charges to be paid by renters using District facilities. The schedule will include all rental facilities and will detail basic and additional service charges. Only the Director of Operations is permitted to quote any rental rates other than the established rate schedules.

D. SCHOOL RESPONSIBILITY

1. Damage to school property observed by school personnel should be brought to the attention of the renter by the close of the rental, if possible.
2. If damage is not discovered by the close of the rental, the renter should be notified by the school administration as soon as possible.
3. Confirmation of all damages should be sent by certified mail to the renter by the school administration after verbal notification has occurred.
4. Charges for damage restitution will be added to the next billing to the renter by the Operations Department based on input from the school administration.

5. If questions arise as to which rental categories are appropriate, or what rate should be charged, the Director of Operations will make the determination.
6. The school is responsible for enforcement of all rental agreement provisions and requirements during the rental.

E. DEFINITIONS

1. District - The Board of Education of Township High School District 214.
2. District Facility - Any building, land, equipment or other property owned, operated or controlled by the District.
3. Renter - Any individual person, group or organization that rents, or desires to rent, any District facility.
4. Unit of Local Government - Any governmental body that has taxing authority within an established boundary. Examples include cities, villages, park districts and other school districts.
5. Feeder Program - A program, athletic group or club which is specifically endorsed by a building principal as a "Feeder Program". The program must comprise of only elementary or middle/junior high school students, be publicly and openly available to any student in a particular school without exclusion, and whose population is 100% comprised of students who reside within the respective District high school's attendance boundary that they claim to be a "Feeder Program" for.
6. Activity and Sports Camps - Events coordinated under the auspices of the District Summer Athletics Program. Participants are District students. Events occur on District Facilities. Fees are charged to participants.
7. Private Music Lessons - private lessons conducted in a District music practice room by a District employee or non-District personnel.
8. Established Churches and Congregations - established and recognized churches, synagogues, mosques or other established organizations gathered to perform a religious service. Must provide evidence of 501(c)(3) IRS approval and be found on a search of the Illinois Attorney General's Charitable Organization Database.
9. Non-Profit Organization - organization chartered by the State of Illinois as a not-for-profit organization. Must provide evidence of 501(c)(3) IRS approval and be found on a search of the Illinois Attorney General's Charitable Organization Database.
10. For-Profit Organization - an organization that does not meet the requirements of a Non-Profit Organization, as defined above.
11. Individual - One adult person.
12. Other Groups - groups of individuals and organizations that do not qualify as governmental, non-profit or for-profit.
13. In-District - meets one of the following criteria:
 - a. an individual, other group or organization headquartered within the boundaries of the District, or
 - b. a branch office of an organization that is located within the boundaries of the District and greater than 80% of the rental event's attendees reside within the boundaries of the

District.

14. Additional Services - services provided over and above the basic rental charges for a specific room or area, developed using formulas approved by the District. Examples include custodial services, A/V or computer equipment, scenery pieces, paper, toner, supervision charges, police or fire services, etc.