

Use of Hinckley-Big Rock CUSD #429 Facilities

General Requirements:

1. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school.
2. In cases where the same facility is desired for the same time period by more than one organization, preference will be given first to school groups, then to other Class A organizations, then Class B, then Class C groups in that order.
3. All non-district organizations requesting to use any part of the facility must provide a valid Certificate of Insurance with combined Bodily Injury and Property Damage limits of not less than \$1,000,000 five (5) working days prior to the event. **Hinckley-Big Rock CUSD #429, must be named on the certificate of insurance as additionally insured.**
4. Applicants for use permits must satisfy the superintendent or his designee that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education.
5. Permit holders must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the School District assumes no obligation respective to the use of such premises.

Classification of Groups:

Class A – School or school affiliated groups

This category includes students in District #429 school programs, school clubs, student or employee organizations, and HBR parent groups etc. No fees will be charged unless extra custodial or kitchen fees are necessary. Additional operating fees may be charged depending on the scope of the activity.

Class B - Community and Civic Organizations

This category includes functions open to the public such as scouts and 4-H clubs with membership composed primarily of District residents, tax supported bodies, and youth and adult character building organizations not operating for profit. Additional operating fees may be charged depending on the scope of the activity. Any non-school sponsored function or event that charges admission will be

classified as Class C. Custodial and facility fees will not be charged during regularly staffed hours.

Class C - Private and Commercial Rental

This category includes closed political meetings and meetings called for commercial or semi-commercial purposes or group benefit and organized groups within the community dedicated to personal or private use for meetings or entertainment. Additional operating fees may be charged depending on the scope of the activity. Any non-school sponsored function or event in which sales of goods or services occur will be classified as Class C.

Note 1: Facilities cannot be rented for individual or family purposes.

Note 2: Facilities cannot be rented on the holidays listed on HBR CUSD #429's school calendar, which can be found on the district web page at <https://www.hbr429.org/>.

Note 3: An event will be re-categorized and appropriate charges applied when the event does not meet the requirements of the original class assigned by/to the organization.

Note 4: If Class B or Class C organizations donate part of the proceedings to a local organization, the fees may be reduced by half.

Fee charges itemized in this section may not apply to lease agreements entered into by the Board of Education Building and Grounds Committee and an individual or organization leasing unused school space for extended time periods or who may have a unique request.

Facility Rates (per hour)

Space	Class A	Class B+	Class C	Estimated Charges
Gymnasium*	\$0	\$15	\$40	_____
Classroom*	\$0	\$10	\$35	_____
Library*	\$0	\$15	\$40	_____
Computer Lab*	\$0	\$20	\$45	_____
Kitchen and Cafeteria**	\$0	\$25	\$50	_____
Cafeteria Only	\$0	\$15	\$40	_____

Services (Rates set annually)

Custodian	___ hrs@	\$25.00	_____
Other	___ hrs@	\$___	_____

Estimated Total Due _____

Deposit Due _____

***All sounds systems, special lighting, computers, and computer labs will be operated by HBR trained or approved personnel only. Additional fees will be charged to secure such service.**

****If cooking occurs, at least one member of the organization must have a current food handler certificate.**

+ Rates apply if outside of regularly staffed times.

Special Requirements and Restrictions on Use:

1. Schools may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
2. Use of tobacco, intoxicating beverages and harmful drugs are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
3. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants and their age. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close promptly at 10:00 pm or earlier, unless otherwise approved by the superintendent or his designee.
4. Use of any materials on floors or other parts of the building without specific approval of the building superintendent or his designee is strictly prohibited.
5. Organizations using the facility without charge must set up and restore, under the supervision of the applicant, all furniture and equipment.
6. Any decorations or outside approved equipment shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state regulations and approved by the building superintendent or his designee. All decorations or outside-approved equipment will be removed immediately after event unless prior arrangements have been arranged.
7. Permit holder shall assume responsibility for securing necessary police and fire supervision in accordance with city ordinances or other governmental regulations or if so directed by the school administration.
8. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements made with the superintendent or his designee. Extra compensation must be paid for employees to set up or tear down, operate, or supervise special or extra equipment. No equipment is to be loaned or rented for use outside public school property without written authorization from the superintendent or his designee.

9. The Board of Education or their designee, at its discretion, reserves the right to deny applicant requests and to suspend or terminate a permit at any time.
10. **A deposit of fifty percent (50%) of the Estimated Total Due will be made within five (5) working days prior to the event.**
11. School facility use will be terminated if the balance of charges is not paid within sixty (60) days after statement has been rendered. All checks shall be made payable to:

Hinckley-Big Rock CUSD #429
700 E Lincoln Highway
Hinckley, IL 60520

I have read the General Requirements and Special Requirements and Restrictions on Use sections and agree that my organization will abide by all outlined policies and procedures.

Signature: _____ Date: _____
Authorized Agent

Title: _____

Name of organization: _____

Updated: May 2017