

**PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202
TERMS AND CONDITIONS FOR SCHOOL FACILITIES**

DISTRICT 202 FACILITIES RENTAL PROGRAM

Plainfield Community Consolidated School District 202 believes an important component of a public school system is the use of district facilities by appropriate community groups. The first priority of using these facilities is for safe, efficient delivery of academic and extra-curricular activities for our students. It is also important to insure the security of our students, staff and guests while protecting the buildings and equipment provided by our citizens. Therefore, the following guidelines have been established.

WHAT SCHOOL FACILITIES MAY I RENT?

1) The following District 202 facilities are available for rent:

Central Elementary	Charles Reed Elementary	Creekside Elementary
Crystal Lawns Elementary	Eagle Point Elementary	Elizabeth Eichelberger Elementary
Freedom Elementary	Grand Prairie Elementary	Lakewood Falls Elementary
Liberty Elementary	Lincoln Elementary	Meadow View Elementary
Ridge Elementary	River View Elementary	Thomas Jefferson Elementary
Walkers Grove Elementary	Wesmere Elementary	Aux Sable Middle School
Drauden Point Middle School	Heritage Grove Middle School	Indian Trail Middle School
IRA Jones Middle School	John F. Kennedy Middle School	Timber Ridge Middle School
Plainfield Academy	Plainfield Central High School	Plainfield East High School
Plainfield North High School	Plainfield South High School	

NO-RENT dates designated for specific School Events are determined each year for all facilities. NO-RENT dates appear on the calendar as you enter your schedule.

http://www.psd202.org/pages/PlainfieldSD202/Departments_Programs/Facilities

- 2) Generally, during the school-year, schools are available Monday-Sunday
 - a) Elementary schools are available Monday-Friday from 4:00 PM-9:00 PM, weekends from 8:00 AM - 6:00 PM.
 - b) Middle schools are available Monday-Friday from 3:00 PM-9:00 PM, weekends from 8:00 AM – 6:00 PM.
- 3) See schools’ On-Line calendars for School Events which may impact requested dates/times.
- 4) http://www.psd202.org/pages/PlainfieldSD202/Departments_Programs/Facilities

REQUEST FACILITY USE THROUGH SCHOOLDUDE

- 1) All schedule requests must be entered through SchoolDude.
- 2) http://www.psd202.org/pages/PlainfieldSD202/Departments_Programs/Facilities
- 3) A compliant Certificate of Insurance (COI) is required with the application. Failure of Renter to provide required/renewal Certificate of Insurance does not release renter from confirmed rental room & personnel charges. Renter is obligated to pay for a confirmed booking when renter fails to provide a compliant COI. A compliant COI must be on file for each rental date. Renter is responsible to provide a Renewal Certificate no less than 15 days before Expiration Date of COI on file at District. Failure may result in cancellation and billing of all dates not covered by a compliant Certification of Insurance.
- 4) Requests received with an outstanding balance will not be processed until their account is paid in full.
- 5) Please enter days accurately, and only those days you know you will use.
Holidays can be requested and will incur Custodial and other Personnel Overtime costs. All rentals are contingent upon availability of appropriate district personnel.
- 6) **Cancellation** of a **specific date or part thereof** must take place no less than seven days prior to the event date. All cancellations must be completed through SchoolDude. If less than seven days, the Renter will be responsible for cost of booked rooms and for personnel scheduled to support the Confirmed event.
- 7) Priority Booking – School/District events have priority over outside organizations requesting facility use. The District reserves the right to reject, cancel or reschedule any building rental in the best interest of the School District. Requests for facility and/or field use will be scheduled, once approved, in the following order:
 - a. Plainfield School District 202 events/function
 - b. Plainfield Park District (as set forth within the intergovernmental agreement between the Plainfield Park District and Plainfield School District 202)
 - c. Resident Status – defined as groups/organizations with at least 85% Plainfield School District 202 or Plainfield Park District residents. Recreational Leagues, Competitive/Travel Leagues, and Non-League Fee Based Programs (Camps, Clinics, Workshops, etc.)
 - d. Non-Resident Status – defined as groups/organizations with less than 85% Plainfield School District 202 or Plainfield Park District residents. Recreational Leagues, Competitive/Travel Leagues, and Non-League Fee Based Programs (Camps, Clinics, Workshops, etc.)
- 8) Custodial Charges – For hours outside the regular custodial schedule there will be an additional charge of one hour prior to and after your event.
- 9) Invoicing – Payment is due in within 30 days of invoice receipt. **A Second Notice will include a \$25 Late Fee.** Any open rentals are cancelled and no future requests will be processed for the requester (neither person nor organization) until all delinquent invoices, fees and collection costs have been remitted to the District.

GENERAL RENTAL PROCEDURES

- 1) Presence or consumption of alcoholic beverages is not permitted on school property (on grounds or in buildings).
- 2) Smoking is not permitted on school property (on grounds or in buildings).
- 3) Only water in a water-bottle is allowed in the gym. Food, beverages, craft glue, paint, all liquids are not allowed in gymnasiums. Renter is responsible to monitor participants and spectators and enforce this policy. Additional costs to clean up food or liquids will be billed to renter.
- 4) Open flames are prohibited on School District 202 property (examples: candles, sterno, incense, etc.).
- 5) Except for 'Conditioning' practices, traditional outdoor sports (baseball, softball, Lacrosse, etc.) are not allowed in our indoor facilities. Specifically, the use or presence of any related ball, bat or stick is not allowed. Violation may result in immediate termination of the Rental Permit and future requests may be denied.
- 6) The renter must provide adequate adult supervision for all those participating and attending the event. This supervision begins with arrival of the first participant and ends when the last participant or spectator leaves the premises. In order to properly account for students, a school may require an emailed Roster prior to each booking date in their building.
Typically, when a supervision problem occurs, a building administrator or his/her designee will contact the renter to discuss the problem and its resolution. Repetition may lead to contact from Building Operations personnel, which may result in termination of the contract.
- 7) Payment for damage to school district property caused by the renter will be the responsibility of the renter. Charges may include payment for both materials and labor necessary for repair or replacement costs. Use of facilities may be terminated if restitution is not made within a reasonable amount of time.
- 8) Parking is prohibited in all fire lanes and the circle drives in front of the schools. Please use parking lots before parking in the street.
- 9) All set-up/take-down and movement of school equipment must be done by District custodians.
- 10) During a weather related or other emergency school closing, rental events might be cancelled. Renters are to monitor www.psd202.org (District web site) for announcement of cancelled after-school events and/or Building Rental events.

RENTER CLASSIFICATIONS

Classification of Rental Users. Organizations that wish to use a District school or facility shall be subject to a rental fee depending on the classification of the organization. **Fees for each classification are shown in Fee Schedule.** The six (6) classifications and categories of organizations are as follows:

CLASS I

Class I organizations are non-profit school-related organizations and groups that are closely related to District 202 schools. Organizations in this category are exempt from facility rental fees, but may be subject to district staff fee and equipment fee for activities on school property. This Class I may include the following:

1. Organizations directly associated with the District, and conducting activities for District students (e.g., staff and student groups or clubs, school teams associated with the District, National or State educational or employee organizations with approval by the Site Administrator or Assistant Superintendent for Business and Operations);
2. Volunteer groups conducting activities for District students (e.g., PTA/PTO, Home and School Organizations, booster clubs);
3. Organizations (e.g., public universities and colleges) conducting staff development programs, joint school district cooperative ventures, in-service or other job-related training classes solely for District staff; and
4. Organizations whose primary purpose is to provide financial assistance to the District or a District school.

CLASS II

Class II organizations are non-profit, service-oriented organizations and groups that directly serve District students. Organizations in this category may be required to pay a facility usage fee, district staff fee, and equipment fee for activities on school property. Additionally, in order to maintain a Class II status, an organization may be required to provide evidence of yearly Community Service work. This Class II may include the following:

1. Youth organizations (e.g. Boy Scouts of America, Girl Scouts of America).

CLASS III

Class III organizations are non-profit organizations whose academic or recreational activities that directly serve District students. Organizations in this category may be required to pay a facility usage fee, district staff fee, and equipment fee for activities on school property. This Class III may include the following:

1. Park District
2. YMCA

Note: If the activities of the above groups do not directly serve District school-age students, Class IV rental rates apply.

CLASS IV

Class IV organizations are non-profit organizations whose academic or recreational activities directly serve District students. Organizations in this category may be required to pay a facility usage fee, district staff fee, and equipment fee for activities on school property. This Class IV may include the following:

1. Youth organizations (e.g., community sports leagues, Boys/Girls Clubs and National or State athletic organizations)

Note: If the activities of the above groups do not directly serve District school-age students, Class V rental rates apply.

CLASS V

Class V organizations are all non-profit organizations who are not covered by Class I, II, III or IV. Organizations in this category may be required to pay a facility usage fee, district staff fee, and equipment fee for activities on school property. This Class V may include the following:

1. The District's governmental partners when not conducting community or official business (e.g., fundraisers, fee activities, sponsoring another group where that group would be subject to a rental fee)
2. Organizations conducting in-service or training classes for the general public that are not solely for District staff;
3. College or university cohorts regardless of participants;
4. Homeowner Associations;
5. Political organizations;
6. Churches and religious groups other than those that fall under Category IV;
7. Performing arts groups; and
8. National or State educational or employee organizations whose activities do not fall under Class I.

CLASS VI

Class VI organizations are all individuals, organizations and groups not covered by Class I, II, III, IV, or V including all commercial, for-profit individuals, organizations or groups regardless of the purpose for their use of facilities. The fact that a for-profit individual, organization or group will donate profits or proceeds to the District or a public charity does not change their classification as a Class VI organization.

**PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202
TERMS AND CONDITIONS FOR SCHOOL FACILITIES**

FACILITY RENTAL FEE SCHEDULE OF HOURLY RATES

ELEMENTARY SCHOOLS	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI
Multi-Purpose Rm - Front Half	No Fee	No Fee	7.00	10.00	20.00	40.00
Multi-Purpose Rm - Rear Half	No Fee	No Fee	7.00	10.00	20.00	40.00
Multi-Purpose - Both Sides	No Fee	No Fee	15.00	20.00	40.00	80.00
Art Room	No Fee	No Fee	5.00	8.00	15.00	30.00
Music Room	No Fee	No Fee	5.00	8.00	15.00	30.00
Classroom	No Fee	No Fee	5.00	8.00	15.00	30.00
Media Center	No Fee	No Fee	10.00	15.00	30.00	60.00
Play Field	No Fee	No Fee	5.00	8.00	15.00	30.00
Parking Lots	No Fee	No Fee	10.00	15.00	30.00	60.00

MIDDLE SCHOOLS	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI
Cafeteria (No Kitchen)	No Fee	No Fee	10.00	15.00	30.00	60.00
Kitchen	No Fee	No Fee	5.00	10.00	20.00	40.00
Main Gymnasium	No Fee	No Fee	20.00	25.00	50.00	100.00
Auxillary Gymnasium	No Fee	No Fee	10.00	10.00	20.00	40.00
Locker Room Fee**	No Fee	No Fee	5.00	5.00	10.00	20.00
Music Room	No Fee	No Fee	5.00	8.00	15.00	30.00
Classroom	No Fee	No Fee	5.00	8.00	15.00	30.00
Media Center	No Fee	No Fee	10.00	15.00	30.00	60.00
Band Room	No Fee	No Fee	10.00	15.00	30.00	60.00
Choir Room	No Fee	No Fee	10.00	15.00	30.00	60.00
Play/Sports Field	No Fee	No Fee	5.00	8.00	15.00	30.00
Parking Lots	No Fee	No Fee	10.00	15.00	30.00	60.00

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FACILITY RENTAL FEE SCHEDULE OF HOURLY RATES

HIGH SCHOOLS	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI
Cafeteria (No Kitchen)	No Fee	No Fee	20.00	25.00	50.00	75.00
Kitchen	No Fee	No Fee	10.00	15.00	25.00	35.00
Main Gymnasium	No Fee	No Fee	25.00	40.00	80.00	120.00
Wrestling Room	No Fee	No Fee	10.00	20.00	40.00	60.00
Auditorium	No Fee	No Fee	40.00	50.00	100.00	150.00
Band Room	No Fee	No Fee	15.00	20.00	40.00	80.00
Choir Room	No Fee	No Fee	15.00	20.00	40.00	80.00
Classroom	No Fee	No Fee	15.00	20.00	40.00	80.00
Media Center	No Fee	No Fee	15.00	20.00	40.00	80.00
Fieldhouse/Indoor Track	No Fee	No Fee	25.00	30.00	60.00	120.00
Sports Field (per field)	No Fee	No Fee	30.00	40.00	50.00	60.00
Stadium Press Box	No Fee	No Fee	20.00	30.00	40.00	50.00
Stadium Field Lights	No Fee	No Fee	20.00	30.00	40.00	50.00
Stadium Track	No Fee	No Fee	50.00	75.00	150.00	300.00
Tennis Courts	No Fee	No Fee	25.00	30.00	50.00	75.00
Turf Field*	No Fee	No Fee	250.00	300.00	400.00	600.00
Locker Room Fee	No Fee	No Fee	10.00	15.00	30.00	40.00
Parking Lots	No Fee	No Fee	15.00	20.00	30.00	40.00

*\$400 turf clean up charge for body fluid if necessary

*Requires a \$500,000 Property Insurance Policy in addition to the general liability insurance requirements

Note: Use of facilities may require staff fees and equipment fees

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FACILITY RENTAL FEE SCHEDULE OF HOURLY RATES

Hourly Rental Fee Schedule - Staff

District Staff Type	Overtime Rate
Custodian	40.00
Security	17.00
Certified Staff	35.00
Supervisor Staff	35.00
Food Service	TBA
Audio - Visual Specialist - Staff	30.00
Sound/Light Technician - Staff	30.00
Stage Crew (props, lighting, sound, etc) - Student	TBA

Note:

- Hours beyond the scheduled facility times may be required
- All overtime staff required on Saturday, Sunday, holiday or other days when facilities are not open will be charged at a minimum of three (3) hours.
- All hours for staff fees to be computed in ½ hours increments

List of equipment items and the hourly rates to be assessed:

EQUIPMENT/ROOMS	Per Hour
Public Address Systems w/Operator	30.00
Overhead/Movie/LCD Projector w/Op	TBA
Tables and/or Chairs (per100)	15.00
Scoreboard w/Operator	30.00

A. Staff Fees:

When the use of District facilities and equipment requires supervision, cleaning or technical assistance in connection with the intended purpose or timing of the rental, District staff will be assigned and staff fees charged to the renter as part of the Contract in accordance with the attached schedule. These fees will apply to renters who may otherwise be exempt from facility fees

All wages earned by District-assigned staff in connection with a rental must be paid through District payroll. These wages may be paid only from fees collected in connection with the facility use and not directly by the renter.

As described below, in some circumstances, staff must be assigned in connection with the rental; the District will make this determination.

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FACILITY RENTAL FEE SCHEDULE OF HOURLY RATES

Requirements by District staff type are as follows:

1. **Custodial Staff**. A custodian must be provided on a rental, for the duration of the Contract, at all rental times that a regularly scheduled building custodian is not on duty. This would normally include weekends, holidays and hours outside of the normal work schedule. Custodial fees during these times will normally be charged at time and a half in accordance with the following rate schedule.

At any time that the District determines that custodial assistance is required in addition to staff on duty at the time of rental use, custodial staffing may be added to the Contract. This would normally occur when a rental use is expected to require additional supervision, assistance or cleaning beyond the time available from custodians on duty.

In any case that custodial hours are required, hours beyond the rental times scheduled may be added to allow for cleanup after the renter leaves.

When custodial staff is required in connection with a contract, duties shall include the opening and closing of the facilities (including security systems), supervising the facility (not program), adjustment of lighting, heating and cooling systems, accommodation of renter needs for authorized equipment and as a contact for emergency needs. The cleaning of rented facilities may occur during a scheduled use if requested by the renter.

2. **Food Services Staff**. A food service worker must be assigned and a fee charged with any rental contract that includes the use of kitchen equipment other than sinks and counters. Food Service workers shall be provided by contacting the Director of Food Services. Hours required include time to clean kitchen facilities after rental use.
3. **Audio Visual, Stage Equipment Staff**. District provided technical staff would be required at any time the Building Principal determines that the operation of building equipment requires trained staff. Hours assigned may include advance set-ups of equipment, operation during the rental times and disassembly and storage after rental use.

Arrangements for staff and the reporting of their time to payroll shall be made by the District.

4. **Security/Safety Staff**. District provided security staff might be required at any time the district determines that a rental event warrants crowd control or other security measures. If either a District security person or other security staff (off-duty police, etc.) is required, the cost shall be included on the Contract, and staff paid by the District.

It is recommended that, any time the auditorium or gymnasium are rented, and over 250 people will attend, a security person is required, and charged for, in the Contract.

Arrangements for the staff and the reporting of their time to payroll shall be made by the District.

5. **Supervisory Staff**. Tournament events using athletic facilities and other events may require the use of a Supervisory/Certified Staff. District provided supervisory staff might be required at any time the Building Principal determines that a rental event warrants additional supervision measures. If a District supervisory staff is required, the cost shall be included on the Contract, and staff paid by the District.

6. **Other Staff Costs.** Should a building principal or facility manager require other staffing in connection with the approval of a Contract for which a fee is not provided on the following schedule, please contact the Facilities Department
7. **Student Staffing.** Students are often used to function as assistants with parts of a production as "stage crew" which covers various functions (set design, lighting, sound, etc.). If a student were not receiving credit for volunteering their services, they would be compensated at the current hourly rate according to their experience level as determined by the District.

The District will process these payments through Payroll; therefore, each student would complete an application, W-4 and have a parental permission form completed. These forms would be sent to Human Resources and a Payroll Request would be generated enabling Payroll to pay the student once the time slip was received. Students would be paid according to the established Time Slip payment schedule.

This procedure is intended for students working on productions connected with Facility Rentals only.

B. Fees for Use of Special Equipment.

When the use of District facilities includes a request by the renter to use special equipment, a separate equipment use fee may be added by the Building Principal. This fee is to provide for the eventual replacement of these items by the building.

C. Payments of Fees.

In general, the renter of facilities must pay facility, staff and equipment fees prior to the scheduled use of the facilities for at least the first 30 calendar days of scheduled facility use. When scheduled use will exceed 30 days, an invoice will be sent in advance of each 30 days for which payment must be made for use to continue.

If a Contract is submitted from a building to the District Office less than 14 days prior to the first scheduled day of facility use:

- a. Renter must also include check for "Total Amount Due" if scheduled days are completed within 30 calendar days.
- b. Renter must include check "for an amount equal to" all fees due within first 30 days if Contract duration extends beyond 30 calendar days.

All subsequent invoices will be sent from the District Office requesting payments be sent to that office. Should payments not be made within times required, the Building Principal may be asked to contact a renter to notify them that facility use may not continue without advance payments.

All checks must be made payable to the "Plainfield Community Consolidated School District 202".

D. Offsetting Values for Rental Fees.

When a renter provides the school, facility or District with a measurable value in connection with a rental, facility rental fees (but not custodial or other personnel fees)* may be offset to the extent of the measurable value received.

Any agreement to offset rental fees must be approved by the Superintendent or his designee prior to the principal or other facility manager completing or signing the Contract.

Measurable offsets would normally include cash contributions to the District (which may be expressed as a percentage of revenues in connection with using the facility), program fee reduction or waivers for District students or in-kind gifts or payments provided directly in connection with the use of the facilities.

An offset may be used only when it directly benefits, or is payable to, the District. Benefits to a third party may not be used to offset a facility rental fee.

E. Additional Fees.

Depending on the dates, times, location and type of an event, additional fees may be charged for services provided by the school district. These may include reimbursement of district personnel needed, field preparation/restoration, or snow removal. A renter may be charged for snow removal on the weekend when the facility is not being used for district or Class I organization functions.

For Long-Term Renters, snow removal on the weekends will be the renter's responsibility. The Long-Term renter must arrange with the District's snow removal contractor, prior to snow season, snow removal services. The renter and the contractor will set up the areas that they will need plowed and the time frame for removal. It is the responsibility of renter to pay for this service directly to the District's snow removal contractor. Only the District's snow removal contractor will be allowed to plow at district facilities. The renter must have the designated areas plowed when there is two or more inches of snow. Not plowing is not an option.