

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

Use of School Facilities Handbook

Adopted: January 2010

Revised: February 2018

Introduction

The primary purpose of District 205 facilities is to provide the students of our community an education. However, the Board of Education recognizes the large capital investment community members have made in our facilities. Therefore, the maximum use of the school district's facilities is highly encouraged by the Board of Education as long as it does not interfere with instructional and extracurricular programs, and the pedagogical mission of the District. The following guidelines are provided to those who wish to utilize District 205 facilities.

Application Process

1. All organizations that wish to utilize school facilities must complete an application form and return it to the district at least two (2) weeks prior to the event.
2. The initial application process starts in the Community Wellness Center (CWC) or the District Office. An application must be completely filled out and marked received by a Community Wellness representative. All applications can be found on the LTHS website or can be picked up at:

Lockport Township High School East Campus
Community Wellness Center (Door #1)
1333 E. Seventh Street
Lockport, IL 60441

Lockport Township High School Administration Building
1323 E. Seventh Street
Lockport, IL 60441

3. A representative from the School District will assign a Classification (See Group Classification) to the application. If it is a CWC event, the process will begin and end in the CWC. The Director of the CWC will calculate an estimated rental charge (See Schedule of Fees) which may include security, equipment and recovery costs.
4. If the rental is a non-CWC event, (i.e. auditorium rental) the application will be routed to the business office who will contact the renter within five business days of the date on the application. The business office will calculate an estimated rental charge (See Schedule of Fees) including security, equipment and recovery costs.
5. Certificate of Insurance, Proof of Tax-Exempt status (when such is claimed) and all other forms and requirements will be collected with the estimated rental charges. Only after all necessary forms are collected and payment is received will the event be entered into the Facility Master as a scheduled event.
 - The Certificate of Insurance must name Lockport Township High School District 205 as the additional insured, with bodily injury liability of \$1,000,000 for each occurrence and property damage liability of \$1,000,000 for each occurrence. The policy must be an "Occurrence Made" insurance policy.

6. Payment for Use: Rental of the facilities is payable at least one week in advance of the event. No refund will be made for cancellation unless notice is received at least 48 hours in advance of the event.

Indemnification as a Condition of Use

As a condition of District facilities use by any organization, the organization shall indemnify, defend and hold harmless the District and, its Board, officials, agents and employees from and against any and all liability, claims, suits, demands, damages and/or judgments arising out of or relating to the organization's use of the District's facilities, regardless of the type or amount of damages inclusive of any and all attorneys' fees incurred by the District in defending any such matters, and specifically including but not limited to claims by any Third-party invitees or customers of the organization.

General Information

1. All rules and regulations of the Board of Education and provisions of local, state and federal law are to be strictly observed by those using school district property and facilities. Any use contrary to or in violation of applicable law, rules or regulations, shall be grounds for cancellation of the agreement and for removing the users from the property and shall bar such individual, group or organization from further use thereof.
2. All agreements will be issued for specific rooms/areas and for specific hours. Access to facilities will be available 15 minutes prior to event. Use of facilities for rehearsals or setting up must be clearly stated on the application. Under no circumstances shall a room be used to accommodate a group in excess of the legal maximum seating capacity.
3. Renters will not be admitted to rooms other than those approved on the application. District staff members reserve the right to free access to all parts of the facilities.
4. The Administration reserves the right to grant or reject any application for use of the school facilities.
5. At no time shall an individual or group distribute political literature on school district property, post it on school district property, or place on automobiles parked on school district property.
6. Any literature must contain an easily read, clear statement that the community or student organization is not associated with the school district, and that the meeting, event or activity is not school sponsored. The following statement must appear in a prominent place, on the first page of the literature, in a minimum of 12-point font: *"This activity is not sponsored by Lockport Township High School District 205, any of its schools, or groups officially associated with the District."*
7. Use shall only be granted under the supervision of a custodian or employee of the school district who shall have charge of the building in order to protect school property and make sure that all the policies of the Board of Education are followed.

8. School district furniture may not be moved by the user without permission of the school district employee in charge.
9. No electrical equipment shall be used without prior approval from the school district.
10. Staff members are directed to report any misuse of facilities to the Director of Facilities Management. Misuse of the facilities will prohibit any organization from future use of the facilities.
11. Refreshments must only be served in designated areas with prior approval.
12. Smoking is NOT PERMITTED in or on school district property. (See Board Policy 8:30)
13. All driveways around the school must be kept clear at all times in accordance with fire and police regulations.
14. The custodian on duty will fill out a Facilities Inspection Report. If damages occur during the event, the renter will agree to replace, repair or restore to original condition any property that has been damaged or destroyed. The District's administration shall be the sole judge of the existence and extent of said damages.
15. The School District shall not be liable for personal property lost, damaged or stolen.
16. Adequate adult supervision provided by the user must be on hand for every event. The supervision is to begin when the first participant arrives until the last participant leaves the premises. Rental groups must have a supervisory plan that includes, but not limited to, appropriate supervision for children and spectators in the activity area (gym, cafeteria, auditorium, etc.) and in auxiliary areas (hallways, washrooms, etc.). Events that have a large number of participants may be required to have school security personnel on site at an additional charge to the user. Typically, when a supervision problem occurs, a building administrator or his/her designee will contact the sponsor to discuss the problem and its resolution. Repetition may lead to termination of the contract.
17. During a weather related or other emergency school closing, rental events may be cancelled. Renters are to monitor www.lths.org for announcement of cancelled after-school events and/or building rentals events or call 815-588-8400 for message.
18. In event the facility to be used under this Agreement is rendered unavailable for any reason; the limit of the District's liability to the Organization will be the return of the estimated rental fee if paid in advance. The District is not liable for any damages or losses suffered by the Organization or other individuals or entities arising out of the use of or inability to use District facilities and the organization hereby waives, releases and forever discharges any and all such claims against the District.
19. The District reserves the right to use the building, fields and parking lots during all times of this Agreement.

20. Any group, which has been granted the use of any school facilities or property, shall not permit the sale of commodities of any kind without permission. Permission to do so must be requested on the original application. Each outside organization must obtain their own Food Service Permit for their event from the Will County Health Department.
21. If the kitchen is requested, a Certified Sanitarian with a current license must be hired from the school and be on site for the entire time the Renter is in the kitchen for all classifications. All food brought in must follow all Will County Health Department rules and regulations. If a permit is required by Will County Health Department, documentation is required from the renter prior to the event. Contract the Will County Health Department for requirements.
22. Groups using school property are to leave the premises in a clean and orderly fashion. Normal cleaning of facility will be charged per the Rental Agreement. However, if extra custodial services are necessary, additional charges will be invoiced.
23. Food and beverages except bottled water are not allowed in the Auditorium and Auditorium Lobby, Computer Labs, Maroon Room, Field House, Pool, Classrooms, Media Center and Gymnasium.
24. Black-soled shoes may not be worn on any gym floors.
25. No signs, displays or material may be attached to any part of School District property without the written consent of the School District. Scotch tape and duct tape are not allowed in the building for hanging up paraphernalia at any time. The use of glitter on school property is also forbidden.
26. In event of an accident or injury, the supervisor of the event must fill out an accident report. The accident report is provided to each renter during the application process.
27. Open flames are prohibited on School District 205 property.
28. Fire exits and doorways must be kept clear and all hallways made completely open and passable at all times.
29. Damage to facilities in Porter Stadium, or bringing gum, seeds, and/or food found on turf field or track will be grounds to terminate the contract. It is the responsibility of the organization renting the turf field that no gum, seeds or food is allowed on the field at any time. A school employee will inspect the field after the event and if food, gum or seeds are found, you will be warned. If food, gum or seeds are found again, the contract will be terminated. **NO FOOD-GUM-SEEDS ALLOWED ON TURF FIELD**
30. Organizations with multiply teams/troops must show 80% residency requirement for each individual teams/troop participating in the rental. This does not include those teams competing against the organization/team that is not the renter.
31. In the event of an emergency, the facility staff will immediately interrupt the event and direct everyone to safety. It is to be understood that in an event such as weather or natural disaster emergency the District is not responsible for any refunds or rescheduling. In any case, if the event can continue at a later time or date, it may do so without any time penalties being added to the final balance. Every effort will be made to reschedule event.

Scheduling Priorities

In scheduling the use of facilities and properties, activities associated with the District educational program shall have priority over the activities of any other organization and may be able to move any scheduled event from any other category if facilities are needed at any time. Once the facilities are booked, category 2-7 cannot move another category.

The highest priority shall be accorded to organizations qualifying for Category 1.

For youth groups that are requesting recurring facility time, usage time must meet the criteria set by the District and attend a youth feeder community-scheduling meeting.

Criteria for Scheduling Recurring Events

- Youth established organizations/teams high school age and under with a minimum of 80% residency in District 205 boundaries.
- Facilities will be allocated taking into account the size of the league population in relation to other organizations and/or teams.
- Request are to be made by one contact person per sport preferably the President of the organization or the President's designate.
- Rosters with names, address, phone, and email will be required before event.
- Certificate of Insurance is required from all organizations and teams participating prior to event.
- Organizations found misrepresenting rosters or found manipulating facility time with teams that do not meet the required criteria would have their facility time terminated.

Dates of Mandatory Meetings

It is strongly recommended to attend the facility use meeting in order to secure facility space. Every effort will be made to accommodate all requests, but space is limited. LTHS will have two meetings open to the public to schedule recurring events.

*The meeting in February will be used to schedule facilities from May-October
The meeting in October will be used to schedule facilities from November-April*

Outside Instructors/Trainers/Coaches

- Any instructor who is not a staff member of Lockport Township High School and uses our facilities must sign an agreement with Community Wellness Center and pay 20% of cost of lesson to District 205.
- All dates, times and location of lessons must be given to the Director of the Community Wellness Center at least one week prior to the lesson. Your lesson will then be entered into the Facility Master Calendar.
- Failure to follow these rules may result in a loss in your privilege to use our facilities.
- You can obtain and application to request use of our facilities at the Community Wellness Center.

GROUP CLASSIFICATIONS

Eligible Organizations

- CLASS 1 SCHOOL AFFILIATED ORGANIZATIONS
- All student and school related organizations approved by District 205.
- CLASS 2 GOVERNMENTAL ENTITIES/ NON-EDUCATIONAL ORGANIZATIONS
- Governmental Entities located within District 205 boundaries.
- CLASS 3 PUBLIC AND PRIVATE SCHOOLS
- Public and private schools located within District 205 boundaries.
- CLASS 4 NON-PROFIT ORGANIZATIONS/TEAMS/TROOPS – CHILD ORIENTED
- Non Profit organizations/teams/troops whose primary activities are youth oriented and are located within District 205 boundaries.
 - Youth established organizations/teams/troops high school age and under with a minimum of 80% residency in District 205 boundaries of requested organization.
 - Any group wishing to qualify for this category must present a current copy of their 501 (c) 3 certificate.
 - Rosters with names, addresses, phone numbers and emails are required.
- CLASS 5 NON PROFIT ORGANIZATIONS – ADULT ORIENTED
- Non Profit organizations whose primary activities are adult oriented and are located within District 205 boundaries.
 - Adult established organization must have a minimum of 80% residency in District 205 boundaries.
 - Any group wishing to qualify for this category must present a current copy of their 501(c) 3 certificate.
 - Rosters with names, addresses, phone numbers and emails are required
- CLASS 6 ALL OTHER IN DISTRICT ORGANIZATIONS/BUSINESSES/INDIVIDUALS
- Any organization, businesses or person(s) located inside the district and do not qualify for the first five classifications.
- CLASS 7 OUT OF DISTRICT RENTALS
- Any organizations or person(s) located outside the district and do not qualify for the first six classifications.
- CLASS 8 APPROVED LEASES OR PARTNERSHIPS

SCHEDULE OF FEES

INDOOR FACILITIES

(Prices quoted per hour)

AREA OF USE	1	2	3	4	5	6	7
Field House	NC	\$75	\$75	\$75	\$150	\$180	\$300
Field House/Court	NC	\$25	\$25	\$25	\$50	\$60	\$100
Wrestling Rm.	NC	\$15	\$15	\$15	\$50	\$60	\$100
Main Gym (East-Central)	NC	\$35	\$35	\$35	\$70	\$100	\$140
Aux. Gym (Central)	NC	\$25	\$25	\$25	\$50	\$75	\$100
Pool (East) 2 Guards Included/40 Swimmers	NC	\$80	\$80	\$80	\$80	\$100	\$200
Pool (Central) 1 Guard Included/20 Swimmers	NC	\$40	\$40	\$40	NA	NA	NA
Dance Studio/107A,B,C	NC	\$25	\$25	\$25	\$50	\$75	\$100
Porter Room appropriate groups only	NC	NC	NC	NC	\$25	\$30	\$50
Concession (per day)	NC	\$50	\$50	\$50	\$75	\$100	\$150
Cafeteria	NC	\$30	\$30	\$30	\$60	\$80	\$120
Cafeteria/Kitchen	NC	\$50	\$50	\$50	\$100	\$125	\$200
Maroon Room	NC	\$25	\$25	\$25	\$50	\$60	\$100
Classroom	NC	\$25	\$25	\$25	\$30	\$40	\$75
Computer Lab	NC	\$35	\$35	\$35	\$50	\$60	\$100
Auditorium Rehearsal	NC	\$50	\$50	\$50	\$100	\$125	\$175
Auditorium Performances	NC	\$60	\$60	\$60	\$120	\$150	\$225
Little Theater/Cent.	NC	\$25	\$25	\$25	\$50	\$60	\$100
Band/Choir Room	NC	\$30	\$30	\$30	\$50	\$60	\$100

OUTDOOR FACILITIES

(Prices quoted per 2 hour event)

Area of Use	1	2	3	4	5	6	7
Baseball Freshmen	NC	NA	NC	NC	NA	NA	NA
Lacrosse Practice Field	NC	NA	NC	NC	NA	NA	NA
*Baseball Varsity	NC	NA	Per Request	Per Request	NA	NA	NA
Softball Freshmen	NC	NA	NC	NC	NA	NA	NA
Softball Sophomore	NC	NA	NC	NC	NA	NA	NA
*Softball Varsity	NC	NA	Per Request	Per Request	NA	NA	NA
Porter Stadium/Staff, Press Box, Restrooms, Practice Field Included in Price	NC	NA	\$150	\$150	NA	NA	NA
Porter Stadium: Practice	NC	NA	Per Request	\$30	NA	NA	NA
*Practice Field	NC	Per Request	Per Request	Per Request	NA	NA	NA

OUTDOOR FACILITIES

(Prices quoted two hour event)

Area of Use	1	2	3	4	5	6	7
Tennis Courts (Private Lessons or Tournaments that generate revenue are not allowed without Contractual Agreement with CWC)	NC	NC	NC	NC	NC	NC	NA
Soccer Field Fresh.	NC	NC	NC	NC	NA	NA	NA
Soccer Field Soph.	NC	NA	NA	NA	NA	NA	NA
*Soccer Field Varsity	NC	NA	Per Request	Per Request	NA	NA	NA

*Fields used for practice/games will be considered per request.

Rental Classifications and Costs

- All groups will be assigned a Classification by the School District.
- Any Recovery and/or Labor Cost will apply to all groups in Classification 2 through 8.
- Any school fundraising event will be required to pay recovery costs.
- The school district will provide an estimated cost of all events that incur an expense to the district
- A rental form-detailing request, a Certificate of Insurance, and roster must be provided prior to the event being entered into the system.
- School Graduations will be negotiated between parties and are a separate agreement.
- The use of the Cafeteria/Kitchen requires the renter to hire a Custodian and Certified Sanitarian from the school for the entire time they are in the kitchen.
- Large rentals will be required to hire Security per the school districts discretion.
- Minimum charge for Personnel Rates will be two hours.
- Rental fees are waived for any in-district government agency that uses our facilities for training to better serve the community.
- Feeder grade schools athletics run by feeder school staff can use athletic facilities free of charge if they do not have their own facility or if they are hosting an event that will display our athletic facilities to athletes that will be attending LTHS. Prior approval from the Athletic Director is required.
- Athletic Showcase, Athletic Tournaments/Camps and Athletic Clinics will be negotiated between parties and Administration and are a separate agreement.
- Educational classes that benefit the educational opportunities of LTHS students will be negotiated between parties and the Administration in a separate agreement.
- Lifeguards are one guard per 20 people for pool rentals. Any pool rental must have a lifeguard from LTHS.
- Special Request can be made in writing for consideration by the District 205 Administration for facilities marked NA

Personnel Rates (per hour)	Weekdays	Saturday	Sunday
Auditorium Manager	\$30.00	\$30.00	\$30.00
Auditorium Assistant	\$10.00	\$10.00	\$12.00
Aquatics Director	\$25.00	\$25.00	\$25.00

Additional Lifeguards	\$12.00	\$12.00	\$12.00
LTHS/CWC Staff	NC	\$15.00	\$15.00
Custodian	\$30.00	\$50.00	\$60.00
Grounds	\$30.00	\$50.00	\$60.00
Maintenance	\$40.00	\$65.00	\$80.00
Security	\$35.00	\$50.00	\$70.00
Kitchen Staff (Sanitarian)	\$20.00	\$25.00	\$25.00

Miscellaneous Charges

Risers Set Up	\$75.00 per use
Air Conditioning/Heating	TBD (To Be Determined)
Miscellaneous Equipment	TBD
Field Prep (Labor/Material)	TBD (See Personnel Rates)
Contractual Employees	20% per lesson
Microphone/Podium	\$25
Tarps (Labor)	TBD
Lights for Stadium/Baseball Field	\$25 per hour (2 hour minimum)

* Wireless access will be available to rental groups. Must request in writing 5 days in advance to the LTHS Director of Technology. Help Desk at (815) 588-8637

Lockport Township High School District 205 After School Hours Accident Report Form

Date of Accident: _____

Date Reported: _____

Name (of Injured Person) :			
Address:		City:	State:
Time of Accident:	Telephone #:		Campus:
Description of Accident:			
First Aid Given:			
Exact Location of Accident:			
Sent Home (Y/N Circle One)	Name of Physician:		Name of Hospital:
Yes or No (If No, continue)			
Taken By Whom:			
By Auto:		Ambulance	Time Transported:
Name of Guardian Notified:		Phone Number:	
Name of Adult Present:		Phone Number:	
Name of Witnesses Present:		Phone Number(s):	
Witness Statement:			
<small>(Please Print Name)</small>			
Report Completed By:			Date:
Name of Supervisor Of Activity:			Date:
Signature of Supervisor of Activity:			Date:

LOCKPORT TOWNSHIP HIGH SCHOOL
Facility Incident/Inspection Report

Please Print – Must be completed by Auditorium Manager and/or Custodian on Duty

Building _____ Event Date _____ Custodian _____

Organization Renting Facility _____

Area (s) Used _____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

Custodian Setup Required (Y or N) _____ From _____ To _____

Custodian Total Hours Worked for Event _____ hrs. From _____ To _____

Auditorium Manager Hours Work for Event _____

Technician(s) Hours Work for This Event:

Name _____ Hours Worked _____ From _____ To _____

Name _____ Hours Worked _____ From _____ To _____

Name _____ Hours Worked _____ From _____ To _____

Name _____ Hours Worked _____ From _____ To _____

The **Custodian and Auditorium Manager** are required to report any damage to facilities; any unauthorized use or any other violations of the Lockport Township High School District 205 Use of Facilities Policy and Procedures. This form must be filled out and signed by the Custodian and the Auditorium Manager after every individual event. The forms will then be submitted after each event to the Director of Facilities office for processing.

INCIDENT REPORT

Yes Building areas and equipment were used in accordance with the District 205 Use of School Facilities Policy and Procedures.

No Building areas and/or equipment were not used in accordance with the District 205 Use of School Facilities Policy and Procedures.

Explain _____

Custodian on Duty _____ Date _____

Auditorium Manager _____ Date _____