

All arrangements shall be made with the Superintendent, School District 16, 1560 Bloomingdale Road, Glendale Heights, Illinois, on forms provided by the Board of Education of School District 16. Organizations shall not be allowed the rental of School District 16 facilities unless a responsible official agrees to sign a waiver of liability and provides a Certificate of insurance naming the Board of Education, School District 16, and its employees, as additional insured, and held harmless in amounts determined by the Assistant Superintendent in charge of Business Affairs.

RULES AND REGULATIONS

1. School District 16 facilities may be rented by community groups provided that at least one-half of its members/participants are residents of School District 16. Membership/participant lists, including addresses, must be available for review.
2. Rental fee shall be **\$20.00** per hour; minimum fee shall be at a rate of **\$40.00** per use (Mondays - Fridays). All PTSO-PTO meetings are without rental or custodial fee for obvious reasons.
3. Each group must have a responsible person in charge, and shall be requested to post a **\$100.00** cash deposit with the Board of Education. Part or all of said sum may be used as payment for damages to buildings or equipment and the deposits must be restored to the **\$100.00** level before that group may continue to use the facilities. If damage exceeds **\$100.00**, the group responsible for the damage shall pay the additional amount, and shall then restore the deposit before further use of facilities will be permitted. Deposit is returnable when the facility is no longer needed.
4. All purpose rooms will be rented in preference to rooms occupied by pupils.
5. SMOKING IS PROHIBITED in all buildings by order of the State Fire Marshal. Eating is allowed only if groups make previous arrangements and agree to clean-up afterward.
6. Each group is responsible for their own setting-up and clean-up after use of the facility. If the facility must be cleaned, an hourly rate of \$20.00 per hour or fraction thereof will be charged.
7. Gambling and possession or consumption of alcoholic beverages and narcotics on school property are prohibited by law. Any infraction will result in the cancellation of the agreement immediately.
8. School functions take precedence over any other use of the facilities. The Board or its representative reserve the right to cancel any outside activity for a school function.
9. For all functions involving minors, a sufficient number of competent adult supervisors, one adult for every 20 children, must be provided. If in the opinion of the night supervisory custodian a group is not properly supervised, with a least one adult for every 20 children, he may deny the use of the facility, and make a report to the Superintendent, the day following his decision. Proper regard for property and orderly behavior are mandatory.
10. PTSO-PTO sponsored Girl Scouts, Boy Scouts, Camp-Fire Girls etc. shall use the facilities at no charge. The Board of Education reserves the right to request a list of names and addresses of the participants in these activities and reassign groups based on space requirements.
11. Each use of facilities must be approved and scheduled well in advance through the Office of the Board of Education to avoid and conflict. The Board of Education through its administrative officials, shall assign these areas for use. No other areas shall be used. Each group shall be responsible for insuring that personal property of students and faculty is not tampered with in any way.
12. Under no circumstances may a group use any school equipment. When the use of Glenside Cafetorium is requested for a non school related activity, or when requested by non school district staff, the use of the music room, including the sound equipment, is strictly prohibited. Chairs and tables must be requested on the Use of Facility form.
13. Use of school facilities may be withdrawn from any group at any time by the Superintendent of Schools upon written notice. The Superintendent, or the Assistant Superintendent of Schools, in Charge of Business Affairs may approve or reject any application at their discretion. A rejected applicant has the right to appeal to the Board of Education at the next regularly scheduled meeting of the Board.
14. Normal rental hours: weekdays 6:00 P.M. - 10:00 P.M. No facility will be rented on weekends, during summer months, or during school holidays.
15. School District #16 must be notified in writing of any cancellation.

VT/jr
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