

Facility Rental Information & Agreement

Revised: February, 2022



Crete Monee 201U Facility Rental Agreement 2021-2022

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Submit Rental Agreement to:

**Crete Monee School District 201U
 Building and Grounds Department
 295 W. Burville Road
 Crete, IL 60417
 Ph: 708-367-8210**

Legend	
District Holiday	
Weekend	

Crete Monee 201U Facility Rental Agreement

Facility Inspection Form

Complete Upon Arrival

Date: _____ Time: _____

Organization: _____

Responsible Party Name: _____ Phone: _____

School: _____

Facilities Used: _____

Damaged Items: _____

Complete Upon Departure

Date: _____ Time: _____

Damaged Items: _____

Renter: _____

Custodian on Duty: _____

Crete Monee 201U Facility Rental Agreement

Building Usage Policy

As a service to our communities, the Board of Education of Crete Monee School District 201U ("District 201U") allows organizations to rent our facilities during non-school hours. Such activities must be scheduled so they do not interfere with teaching and learning, activities associated with the operation of school related support groups, extra-curricular school activities, or regular maintenance of our buildings.

General Policies

1. At the Superintendent's discretion, District 201U may grant non-school groups short term rental access to school facilities provided such groups agree to the terms listed in the Conditions for Rental and Terms of Rental sections of this Application.
2. District 201U facilities are available to rent when school is not in session until 9:00pm.
3. No rentals will be allowed on District holidays.

Conditions for Rental

Permission to rent facilities is subject of approval from District 201U Building and Grounds Department Head and the Superintendent or his/her designee (District 201U signatories).

Rental consent will only be granted if the following provisions are met and agreed upon. By submitting this Application, the applicant or organization ("Renter"), if approved by the District 201U signatories, will execute the attached Facility Rental Agreement. The Facility Rental Agreement and this Application, together as one contract ("Agreement"), shall constitute the entire agreement between the parties which shall not be amended without written agreement between District 201U and the Renter. NO Renter may assign the Agreement to a third party without express written consent of District 201U.

Terms of Rental

1. Renter shall submit written proof of insurance which includes liability coverage for all activities to take place. Policy coverage must be written with a minimum limit of \$1,000,000 per occurrence. District 201U must be named as the "Certificate Holder" and "Additional Insured". All proof of insurance must be submitted with this Application. Rental applications will not be accepted without valid proof of insurance and none of District 201U signatories have the authority to waive this provision.
2. Renter shall fully indemnify, hold harmless, and defend District 201U and its Board of Education, officers, employees, agents and contractors from and against all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs, and expenses, including but not limited to reasonable attorney's fees which arise out of or relate to any act of incident of any kind or character, arising out of or in any manner, relating or attributable to this Agreement and the activity/use being held at the District 201U facility or other District 201U property pursuant to the terms hereof.
3. Renter assumes responsibility for any and all injury and damage caused or suffered by Renter or Renter's guests, invitees, or other persons attending the activity/use, whether such injury or damage occurs at the Facility or on any District 201U property. District 201U assumes no responsibility or liability for any injury or death suffered by or inflicted upon Renter or any of its guests, invitees, or other persons present at the activity/use, nor for any loss of or damage to any personal property owned or leased by Renter or any of its guests, invitees, or other persons present at the activity/use.

4. Renter shall submit this Application to the District Building and Grounds Department at least six work weeks prior to the proposed commencement date. This Agreement will become binding on District 201U once all District 201U signatories have accepted and signed the Facility Rental Agreement. District 201U shall request a deposit of 2/3 of the established fees to secure the date(s) of rental.
5. Renter shall abide by all Federal, State, County, and local laws. Renter agrees and acknowledges that the Agreement is conditioned upon Renter complying with all District 201U policies and regulations and is responsible for ensuring all individuals comply with those same policies while utilizing the facilities leased under this Agreement. Furthermore, Renter agrees and acknowledges that the Agreement is subject to all local health department guidelines and the Center for Disease Control (“CDC”) guidelines. Failure to abide by and/or reasonably enforce all local health department or CDC guidelines, is grounds for immediate termination of the Agreement by District 201U, and Renter shall forfeit their deposit required under Paragraph 3 as liquidated damages, including all Rules and Regulations of District 201U.
6. All advertisements and information must list the name of the organization with the phone number of the contact person. Advertisements must not imply endorsement of District 201U, nor list any District 201U phone numbers.
7. Renter must maintain a tobacco-free, alcohol-free, and drug-free environment.
8. At the discretion of District 201U, the Renter shall allow District 201U employees to attend or monitor the group activity(s).
9. Renter shall use Facility Rental Time Card to assess any additional fees. Renters must “punch in” upon arrival and “punch out” immediately before departure. Failure to clock in and out may result in the termination of this Rental Agreement.
10. Renter shall stay within designated rental areas only. Renters are not allowed to visit other areas of the building not covered in the Rental Agreement.
11. Minors must be supervised by adults over the age of 21 at all times.
12. Renter shall pay rental fees in full as assessed by the District 201U Building and Grounds Department. Fees stated on the Agreement are estimates based on the Renter’s Application of expected time on District 201U premises, and may be amended in certain instances, including extending contracted time and dumpster removal. Fees will include all time required to setup, operate equipment, and break-down/clean-up of the event. Base fees for spaces are established by area as defined within the Fee Schedule. The base fees include use of the space and basic utilities such as restrooms, water, lighting, and climate control.
13. Renter shall pay any additional fees described within the fee schedule, including but not limited to custodial, lighting and sound technicians, piano tuning, security guards, and food service staff.
14. Custodial fees are assessed at an hourly rate as defined within the fee schedule and will include a minimum of one hour beyond the contracted time. Custodial fees are assessed per custodian needed. All efforts will be made to accurately estimate costs.
15. Custodians are supplied to the renter to set-up, break-down, and clean up after the rental period. They are also capable of handling on-site issues and emergencies that may arise during the rental period and will supply the renter with a Time Card and Facility Inspection Form. It is understood that these are the custodians only contracted duties.
16. Lighting and sound technician supervision is supplied by District 201U. The renter will be assessed this expense at the hourly rate defined in the fee schedule.

17. Renters may not tune or adjust District 201U pianos. Piano tuning may be arranged before the event with the District 201U Building and Grounds Department. All fees from requested tunings will be the responsibility of the renter.
18. Food Service areas (kitchens) may be included in the Agreement provided the Renter retains the service of at least one District 201U Food Service Employee. The number of Food Service Employees required will be established on a case by case basis. This fee will be established on a per person hourly rate as set forth in the Fee Schedule.
19. Security guards may be required on a case by case basis as noted in the Agreement. If additional security is necessary, the Superintendent or his designee will notify the Renter at the time of contract approval. Security will be supplied by District 201U employees or its designee.
20. Renter shall inspect the facility(s) utilizing the Facility Inspection Form upon arrival and departure of the rented facility(s). This will be used to establish any damages incurred during the time of rental. Costs of any damages will be charged to the Renter.
21. Renter shall return the facility(s) to pre-event status. Any costs incurred by District 201U to return the facility(s) to pre-event status shall be charged to the Renter.
22. Any dispute under the Agreement shall first be discussed between the Renter and the District 201U signatories in good faith. Should the dispute remain unresolved, any claim(s) arising under the Agreement shall be filed within the Circuit Court of Illinois, 12th Judicial Circuit and the Renter agrees to consent to the jurisdiction of that Court.

Automatic External Defibrillator (AED)

The Renter must have an Automatic External Defibrillator (AED) at all times during use of any outside District facility. The Renter must also provide someone who is trained in the operation of the AED available at all times during the event.

The Renter must ensure that the AED has been maintained and tested in accordance with the manufacturer's guidelines and is properly registered with an EMS system hospital in the vicinity. The Renter must also ensure that an agent of the local emergency communications or vehicle dispatch center is aware of the existence, location, and type of the AED.

When renting an indoor physical fitness facility, District 201U will notify the Renter of the location and type of AED at the facility. The renter agrees to provide someone who is trained in the operation of the AED located within the facility.

For the purposes of this agreement, a person is considered trained in the operation of an AED only if they have successfully completed a course of instruction in accordance with the standards of a nationally recognized training program or is licensed to practice medicine in all branches.

In the event of a medical emergency (the occurrence of a sudden, serious, unexpected illness or injury that a person possessing an average knowledge of medicine and health would believe would require urgent or unscheduled medical care), while on the premises of any District 201U facility, the Renter agrees to follow the procedures listed below.

1. The Renter shall immediately call for emergency medical assistance from the local provider by the most efficient means available.
2. The trained AED user on site shall immediately evaluate the person in distress to determine if the use of an AED is warranted. If necessary, the trained AED user shall proceed to use the AED in accordance with the training of such user.
3. Only trained AED users, medical response personnel, or licensed physicians practicing in all branches may use the AED.
4. In the event an AED is used on District 201U premises, the usage shall be reported to the District 201U signatories or their designee. Such report shall include the following:
 - a) Date of incident
 - b) Time of incident
 - c) Name of person who determined patient unresponsiveness
 - d) Time that 911 was called
 - e) Initial heart rhythm
 - f) Number of times patient was defibrillated
 - g) Name of person who used AED on patient
 - h) Final rhythm at time of arrival of first responder
 - i) Was patient breathing? Yes or No
 - j) Did patient have a pulse? Yes or No

Revocation/Rejection of Agreements

The Superintendent or his/her designee, has the right to revoke any Agreement if the group/organization does not pay the agreed upon rent or follow the terms contained within this Application. The Superintendent or his/her designee has the right to restrict, reject or deny access to any groups: a) that engage in political or profitmaking activities that are deemed inconsistent with the use of premises for public school purposes, b) whose request would make access to other groups impossible, and c) who do not care for and maintain school district property. The Superintendent or his/her designee may cancel any Agreement that conflicts with a school-related occurrence i.e. concert, club activity, etc.

Rental Fee Waivers

1. Park Districts for Crete, University Park, Monee, and Park Forest, as well as municipal entities (fire departments, police departments, municipal rescue services) are subject to all Conditions for Rental, but the fees may be waived.
2. Scouting groups, 4-H clubs, and groups which provide community service to the student body of a particular school may be exempt from rental fees provided they meet at the school from 3:30pm – 5:30pm. These groups remain subject to the terms of the Application. Groups requesting a meeting time other than the designated times may incur custodial salaries unless waived by the Superintendent or his/her designee.

All payments, including deposits, must be made to Crete Monee School District 201U and directed to Building & Grounds Department located at 295 W. Burville Rd., Crete, IL 60417

Crete Monee 201U Facility Rental Application

(Please Print)

Event Title _____ Date(s) _____

Description of
Event/Activity _____

Organization Name _____

Contact Name _____

Email Address _____

Phone Number _____

Billing Address _____

(street)

(city)

(state)

(zip)

Number in attendance Adults _____ Children _____ Total: _____

Specific set-up services needed? (circle all that apply)

Lighting Audio Visual Other _____

Select requested facilities:

Elementary Schools & Centers
*Balmoral, Coretta Scott King,
Crete, Monee, Talala, Early Learning,
Monee Education Center*

Middle School

High School

___ Gymnasium

___ Gym 1

___ Gym

___ Cafeteria

___ Gym 2

___ Fieldhouse

___ Parking Lot

___ Auditorium

___ Cafeteria

___ Cafeteria

___ Media Center

___ Parking Lot

___ Parking Lot

Other: _____

(School)

(Area)

I have read the terms and conditions set forth in the District 201U policy on Community Use of School Facilities, and I understand that these terms and the terms of the Application are terms of the Facility Rental Agreement. I understand that failure to abide by the terms and conditions set forth in the Facility Rental Agreement will result in the immediate discontinuance of use privileges. In addition, our organization agrees to pay the full cost of any damage caused by our group to any of the District 201U facilities as well as any cost incurred by District 201U to bring any facility back to the condition in which it was found.

Furthermore, my organization forever releases District 201U, and its Board of Education, officers, employees, agents and contractors from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned day(s) for which this application is being submitted. In the event that my organization's insurer denies insurance coverage or refused to defend, indemnify, and hold harmless District 201U, and its Board of Education, officers, employees, agents, and contractors from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned day(s) for which this application is being submitted, my organization will defend, indemnify, or hold harmless District 201U, and its Board of education, officers, employees, agents, and contractors from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned day(s) for which this application is being submitted.

APPLICANT:

Print Name

Signature

Group Name

Date

Crete Monee 201U Facility Rental Agreement and Fee Schedule

Application Reviewed

The Board of Education of Crete Monee School district 201U ("District 201U") has reviewed the Facility Rental Application of _____ ("Renter") and has proposed the following base fee and charges for the use of District 201U Facilities. If agreeable, please return this signature page along with the deposit stated below. By signing, you agree to all terms detailed in the District 201U Facility Rental Application.

Base Fee: _____

Custodial Fee:

___ \$25.00 per hour on weekdays

___ \$30 per hour on Saturdays

___ \$35 per hour on Sundays

Utility Fee: \$ _____

Sound/Lighting Fee: \$ _____

Other Charge: \$ _____

Other Charge: \$ _____

Total Estimated Fee: \$ _____ Deposit Due: \$ _____

RENTER:

_____ Date: _____

DISTRICT 201U:

_____ Date: _____

Principal

_____ Date: _____

Director, Athletics/Activities

_____ Date: _____

Director, Building & Grounds

_____ Date: _____

Superintendent

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