



# Community Use of School Facilities Application Packet

Revised 10.10.2023

JFK Administrative Center 420 North Raynor Avenue Joliet, Illinois 60435 815-740-3196 815-740-6520 FAX [www.joliet86.org](http://www.joliet86.org)

## USE OF SCHOOL FACILITIES – APPLICATION PACKET

### Rental Agreement Submission

Dear Rental Applicant:

Please complete and sign the enclosed rental application for Joliet Public Schools District 86 in its entirety. Return the completed form to the principal of the building space you are requesting. You will be notified when your application has been processed. To check on the status of a rental application you may call the Building Support Services Department (815) 727-6506.

Approved applicants will be required to provide proof of general liability insurance covering the dates of the rental. Insurance certificate must name Joliet Public Schools District 86 as “Additional Insured.” Thank you.

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## **Community Use of School Facilities**

The school facilities of Joliet Public Schools District 86 are available primarily for the education of students residing within the District. Facilities may be made available to the community for educational, civic, and cultural purposes with the understanding that the activities do not interfere with the operation of the regular school program. Building use must have signed approval from the building principal and district superintendent.

### **Applications and Approval**

1. All groups shall request from the business office the form “**APPLICATION FOR USE OF DISTRICT FACILITIES**” at least one month in advance of the intended use date.
2. When the District receives an application it will be approved or disapproved on the basis of School Board Policy, administrative regulations, and/or its probable effect on normal school operations.
3. When approved, the application becomes the official permit subject to the appropriate fees and understandings.
4. Fees payable to **Joliet Public Schools District 86** must be paid at the time the contract is signed. At no time should checks or money orders be made payable to an individual.
5. The school district reserves the right to cancel a permit when such cancellation is in the best interest of the school district.
6. In no case may a permit be transferred to another group.
7. Building and/or room keys will not be given to building users. The custodian or building principal will be responsible to unlock and lock all rented facilities.
8. The use of any school equipment is prohibited unless prior approval has been received from the principal. Additional fees may be charged for the use of such equipment such as overhead projectors, televisions, PA Systems, etc.
9. Any damages to, or loss of, District materials and equipment related to rental programming will be charged to the renter at current replacement value.
10. The District does not allow flyers to be distributed at the schools. Your flyer may be posted on our district website. Please contact our technology department for information.
11. The Board of School Inspectors reserves the right to deny the use of school facilities to any person or organization at any time and is the final authority on the interpretation and modification of the policy on the public use of school facilities.

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## **FACILITY RENTAL PRICES PER HOUR**

CLASS I: Non-District 86 performance groups where admission is charged or non-District 86 sponsored fund-raising activities. Hourly rate includes one custodian on site as building sponsor only (no clean-up is involved).

CLASS II: Private recreational activities designed for District 86 residents, non-fundraising activities, and church groups.

CLASS III: local youth groups, and service organizations, local and state government bodies, or booster groups.

### **RENTAL RATES PER HOUR BY AREA**

<b>Building Area</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>
GYM	\$150/hr	\$100/hr	\$50*
LOCKER ROOM	\$150/hr	\$100/hr	\$50*
CAFETERIA	\$150/hr	\$100/hr	\$50*
KITCHEN	\$150/hr	\$100/hr	\$50*
MULTI-PURPOSE	\$150/hr	\$100/hr	\$50*
MUSIC ROOM	\$150/hr	\$100/hr	\$50*
LIBRARY/MEDIA	\$150/hr	\$100/hr	\$50*
CLASSROOM	\$150/hr	\$100/hr	\$50*
COMPUTER LAB	\$150/hr	\$100/hr	\$50*
PARKING/PLAY LOTS	\$100**	\$100**	\$100**
Ball Fields	\$300/Season	\$300/Season	\$300/Season

\*Rent is normally free to this group if the activity occurs when the building custodian is normally on duty. Personnel costs of \$50.00 per hour will apply on holidays, weekends or when the custodial staff is not normally on duty.

\*\*All renters will be required to pay a deposit of \$100.00 which will be returned unless custodial hours are required to return the grounds to their original condition. If more than one person is required to return the area to its original condition an additional fee will be applied equivalent to the rate of pay earned by the individuals used.

**ALL BREAKAGE OR DAMAGE TO BUILDINGS AND/OR EQUIPMENT WILL BE FIXED OR REPLACED AT THE RENTER'S EXPENSE.**

# APPLICATION TO USE BUILDING AND OR FACILITIES

*Please type or print.*

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of School(s) Requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

(Includes set-up and clean-up time)

Area(s) of the Building Requested:

Requested use of the kitchen? Yes \_\_\_ No \_\_\_

(Junior High Buildings only)

List all personal equipment to be brought in: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special needs/ or arrangements of furniture and equipment: \_\_\_\_\_

\_\_\_\_\_

Special instructions for school staff/custodian: \_\_\_\_\_

\_\_\_\_\_

Type of activity:

Average age of group attending: \_\_\_\_\_

Probable attendance: \_\_\_\_\_

Number of adult sponsors: \_\_\_\_\_

Event sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized representative:

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**The above listed authorized organization representative, by signing this application agrees to abide by all rules and regulations listed in this guide.**

Signature of authorized

Representative: \_\_\_\_\_ Date \_\_\_\_\_

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## SPECIFIC FACILITIES RENTAL RULES

- Absolutely, no smoking or drinking of alcohol on or in district property is allowed.
- No street shoes are allowed to be worn on the wooden gym floors.
- The playing of hard ball and soccer is **not** allowed.
- No use of school equipment other than specifically allowed in the application.
- Individual(s)/group will be charged for any damage to school property.
- Any District official upon failure to comply with any rule or regulation may cancel this agreement.
- It is understood that school activities supersede outside use of the facility.
- Rental fees are payable at the time the request is approved.
- All rental agreements are inactive until a certificate of insurance is submitted naming Joliet Public Schools as “ADDITIONALLY INSURED” in the comments section of the certificate.
- Make checks payable to Joliet Public Schools District 86

**By signing below, I acknowledge the above rules and will hereby adhere to all rules and regulations established by Joliet Public School District 86.**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of authorized  
Representative: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

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**WAIVER OF LIABILITY**

In partial consideration for the use of the facilities of **JOLIET PUBLIC SCHOOLS DISTRICT 86**, the undersigned hereby releases **JOLIET PUBLIC SCHOOL DISTRICT 86**, its School Board of Inspectors, collectively and individually, and all of its officers, agents, and employees from any and all possible liability which might be attributable to property damage, or injury, to the undersigned by virtue of the use of the District’s facilities, or actions or failure to act by any of the District’s officers, agents, or employees.

The undersigned understands that the organization represented hereby waives the right to bring suit against the District, its School Board members or officers, agents or employees to collect on, or enforce, any liability whatsoever on the part of the District, its School Board members or officers, agents or employees which might arise out of the undersigned’s use of the District’s premises.

Organization Name (PRINT) : \_\_\_\_\_

I am an officer and/or duly appointed agent of the above named organization and have the authority to act in its behalf to execute this release from liability. I have read, understand, and accept the terms of the above waiver and release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH A COPY OF THE CERTIFICATE OF INSURANCE NAMING JOLIET PUBLIC SCHOOL DISTRICT 86 AS AN “ADDITIONALLY INSURED” TO THIS FORM UPON SUBMITTAL.**

**FOR OFFICE USE ONLY**

**APPLICATION APPROVAL FORM**

I HAVE REVIEWED THE ATTACHED RENTAL APPLICATION AND AUTHORIZE THE USE OF THE SCHOOL BUILDING TO THE ORGANIZATION SUBMITTING THE REQUEST FOR THE PURPOSE (S) DESCRIBED HEREIN.

Building Principal \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE REVIEWED THE ATTACHED RENTAL APPLICATION AND DECLINE THE USE OF THE SCHOOL BUILDING TO THE ORGANIZATION SUBMITTING THE REQUEST FOR THE PURPOSE (S) DESCRIBED HEREIN.

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE REVIEWED THE ATTACHED RENTAL APPLICATION AND AUTHORIZE THE USE OF THE SCHOOL BUILDING TO THE ORGANIZATION SUBMITTING THE REQUEST FOR THE PURPOSE (S) DESCRIBED HEREIN.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

I HAVE REVIEWED THE ATTACHED RENTAL APPLICATION AND DECLINE THE USE OF THE SCHOOL BUILDING TO THE ORGANIZATION SUBMITTING THE REQUEST FOR THE PURPOSE (S) DESCRIBED HEREIN.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_